



FIGURE 1

ISM Job Seeker Home Page - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Find Local Office) (Help)
(Preview Registration)
(Cancel) (Save Match Me to Jobs) (Save Don't Match Me to Jobs)

General Info Work Profile Work History Education Skills Profile

Please fill in all required fields denoted by either an asterisk (*) or a puzzle (?).

Current Status: New

Contact Information

* Last Name: Smith
* First Name: Sue
Email:
* Address1: 1234 Main
Address2:
* City: Chicago
* State: Illinois
* County: Cook
Home Phone: 773-1234567
Work Phone:
Fax Number:

Middle Initial:

* ZIP Code: 60613
* Country: USA
Work Extension:

* May Employers contact you directly? ☐ Yes ☒ No (Choose "Yes" to show them your contact information)

Confidential Information

* Mother's Maiden Name: Main
SSN:
* Password:
* Confirm Password: (Password must be 5 to 15 characters long)

Other Information

What is the highest level of Education you have completed? High School Diploma or GED
* Can you legally work in the United States? ☐ Yes ☒ No
* Are you willing to work for temporary agencies? ☐ Yes ☒ No

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Document Done
ISM Skills Match Home
Contact Panel
ISM Job Seeker Home
11:47 AM

FIGURE 2

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 3 of 60 sheets

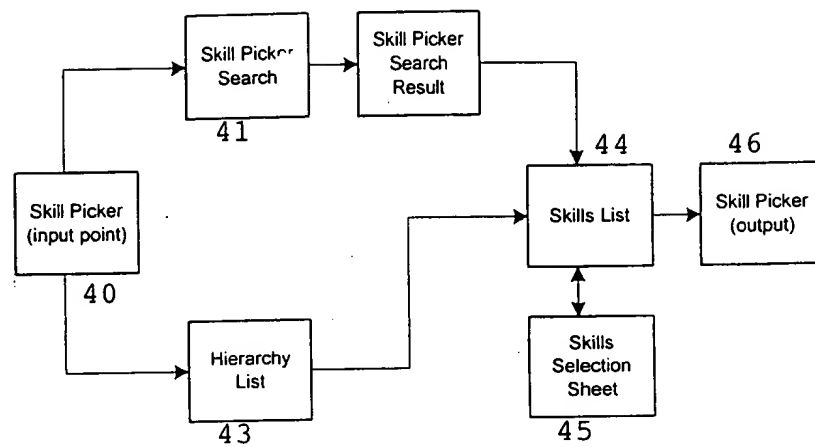


FIGURE 3

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method and System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed: July 31, 2001 4 of 60 sheets

Employer Contact Request for Registration - Netscape

Incomplete registrations cannot be processed. Required fields are marked with an asterisk ().*

Please fill out your Company Information

* Company Name:

FEIN:

UI Acct Number:

Company Type: Private Sector

Please fill out your Contact Information

Salutation:

* First Name: MI: * Last Name:

Suffix:

* Email: (You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office)

* Address 1:

Address 2:

* City:

* State: Illinois

* County:

* Phone:

Fax:

Department:

Job Title:

* Password: (Password must be 5 to 15 characters long)

* Confirm: (Please re-type your password exactly as you entered it above)

Submit

Document Done:

Novel-derived Application:

Illinois Skills Match Home:

Employer Contact Re:

11:10 AM

FIGURE 4

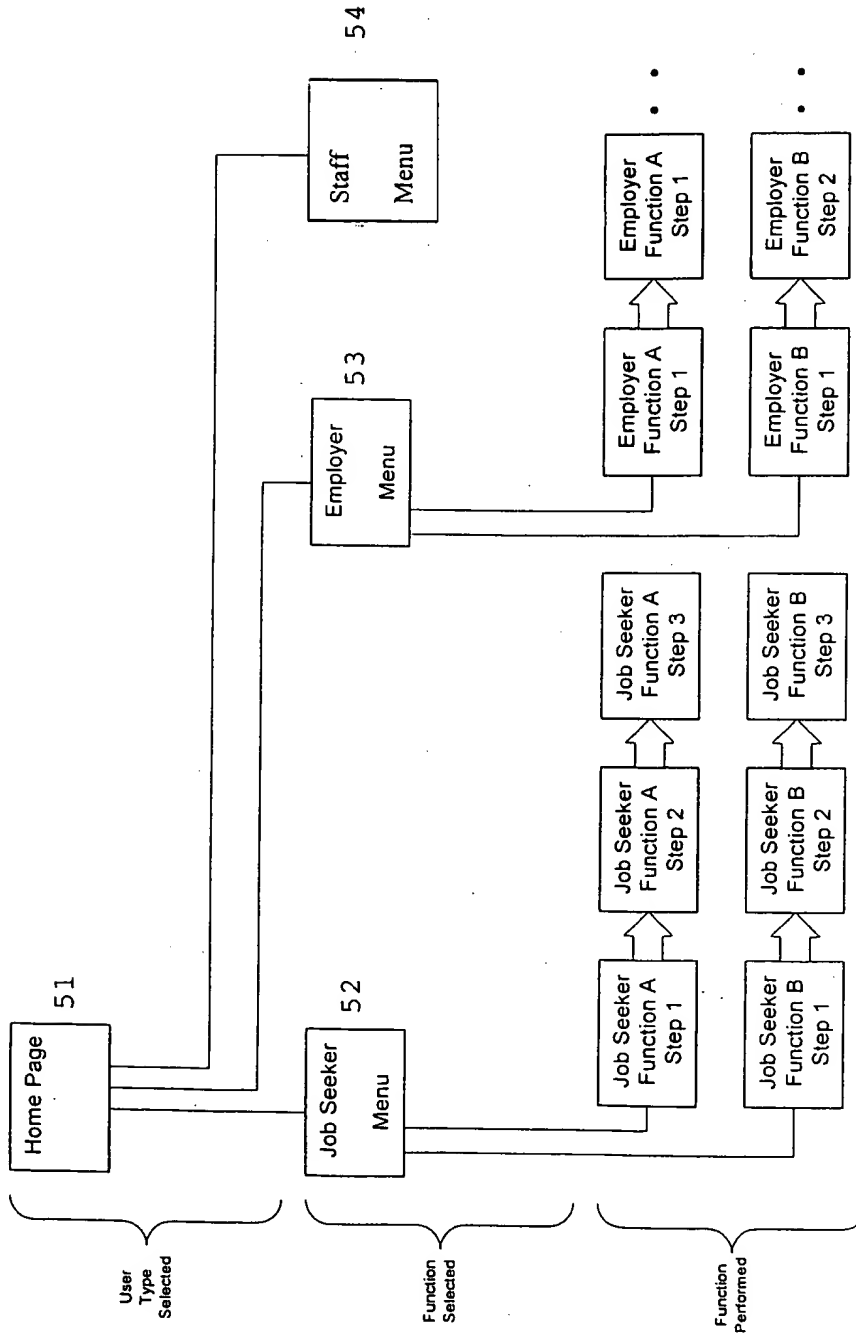


FIGURE 5

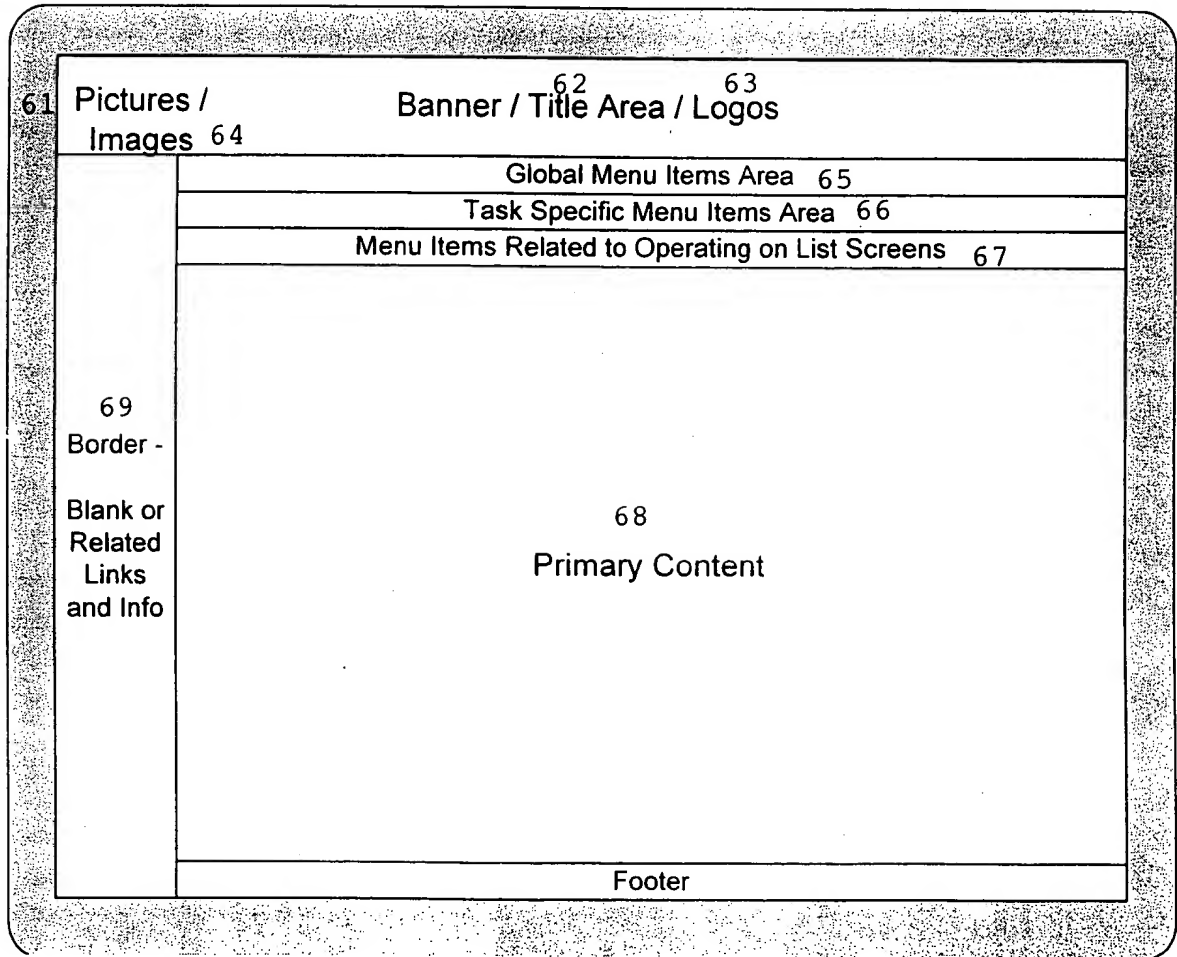


FIGURE 6

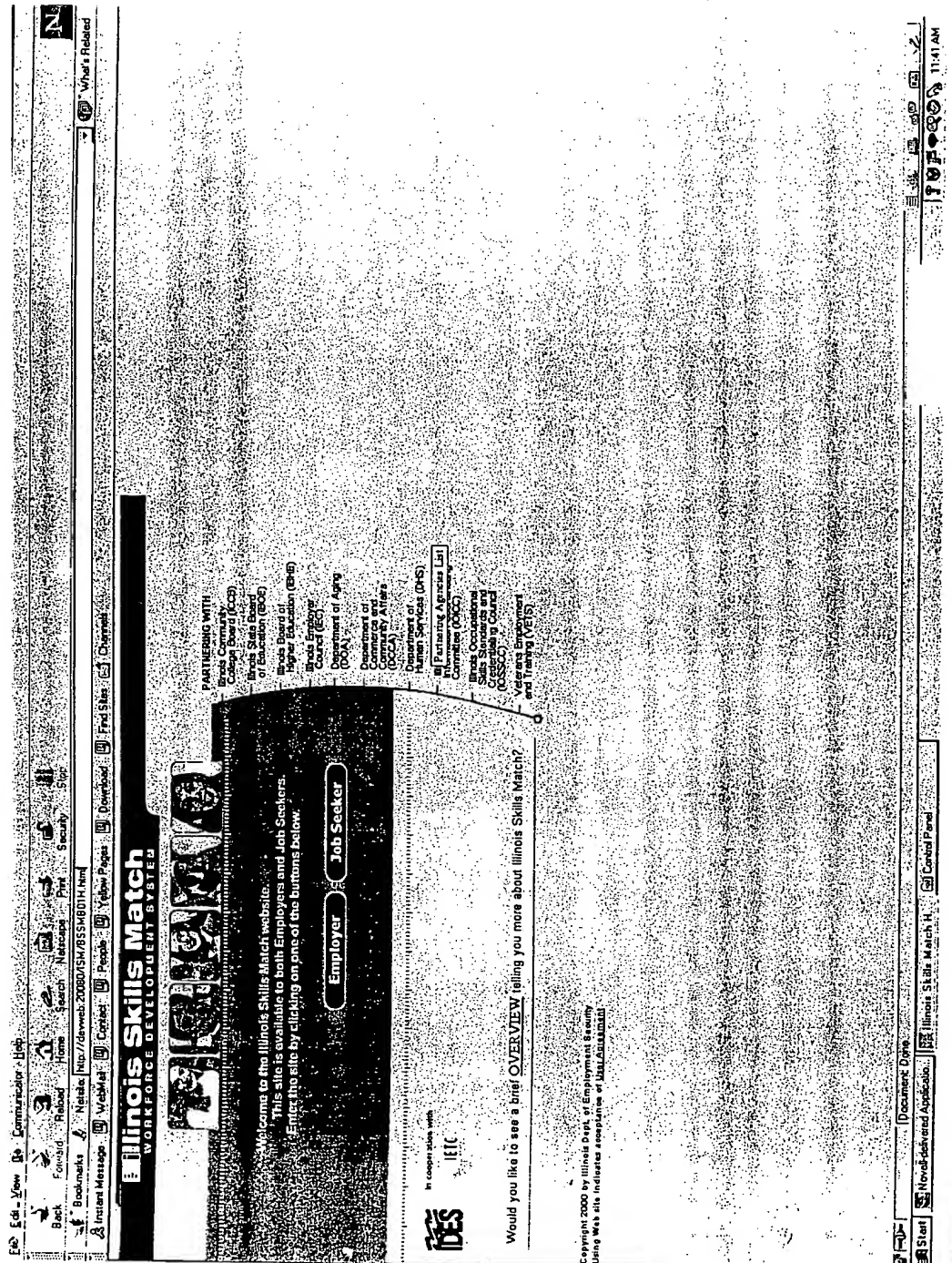


FIGURE 7

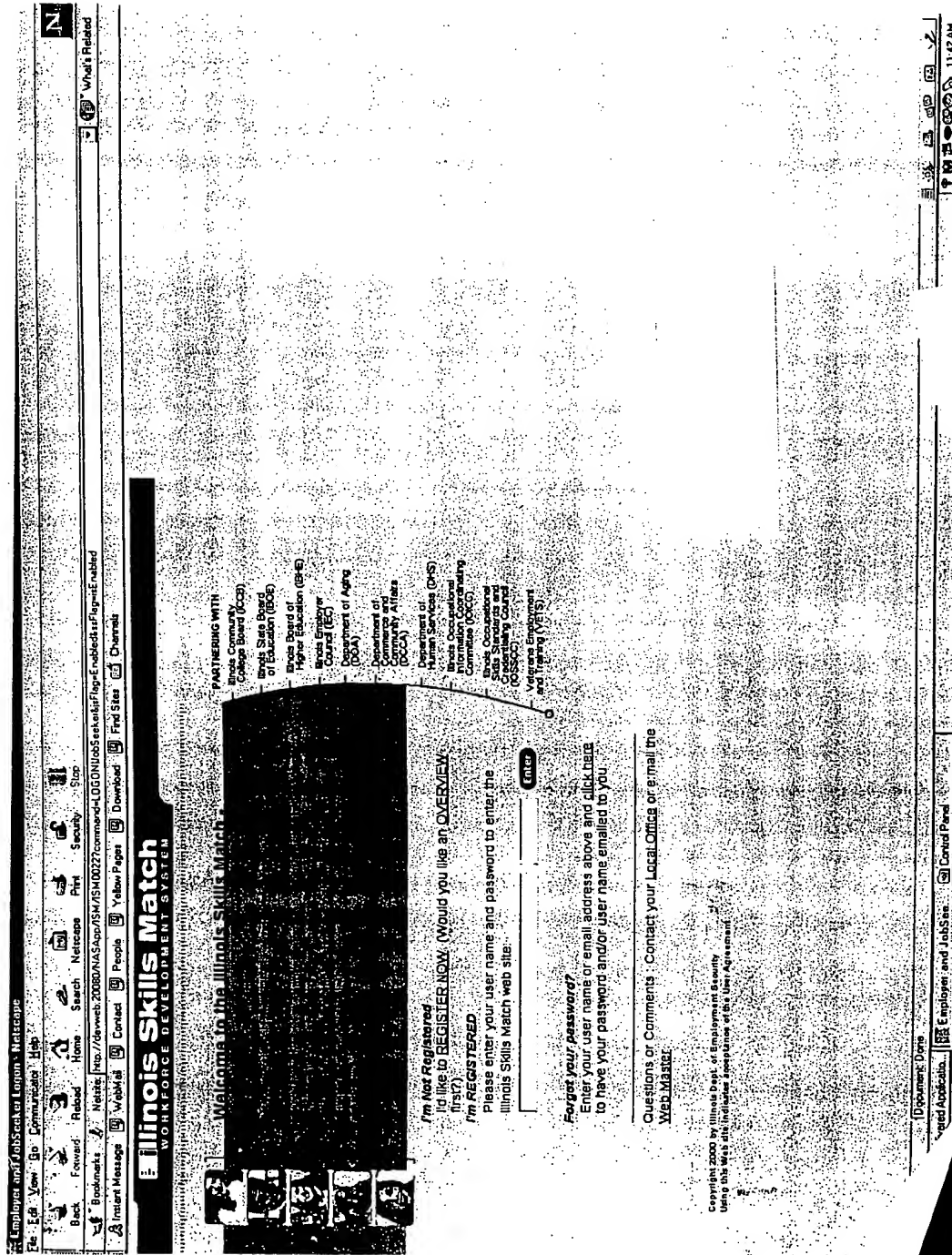


FIGURE 8

099 9594 051602

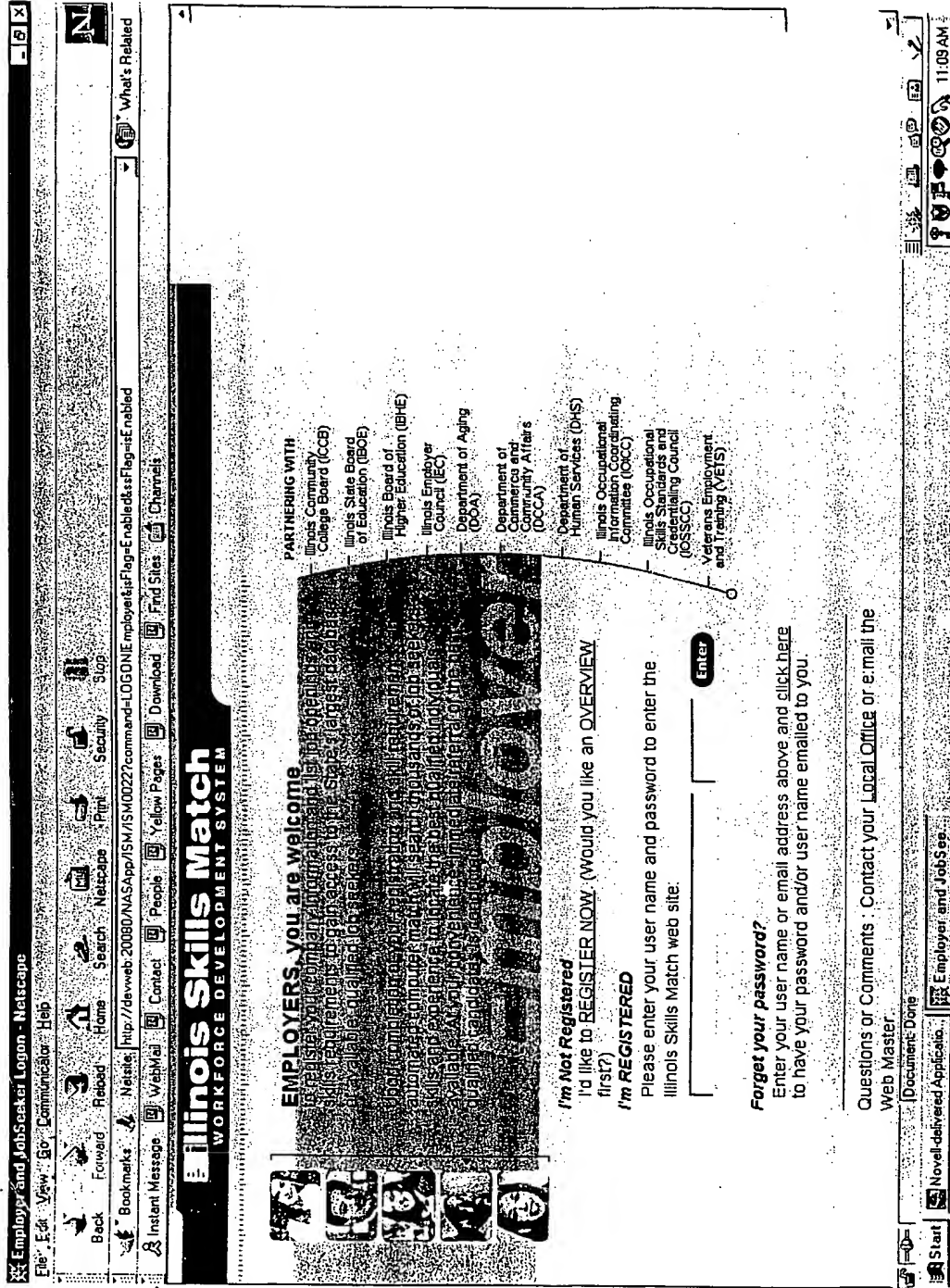


FIGURE 9

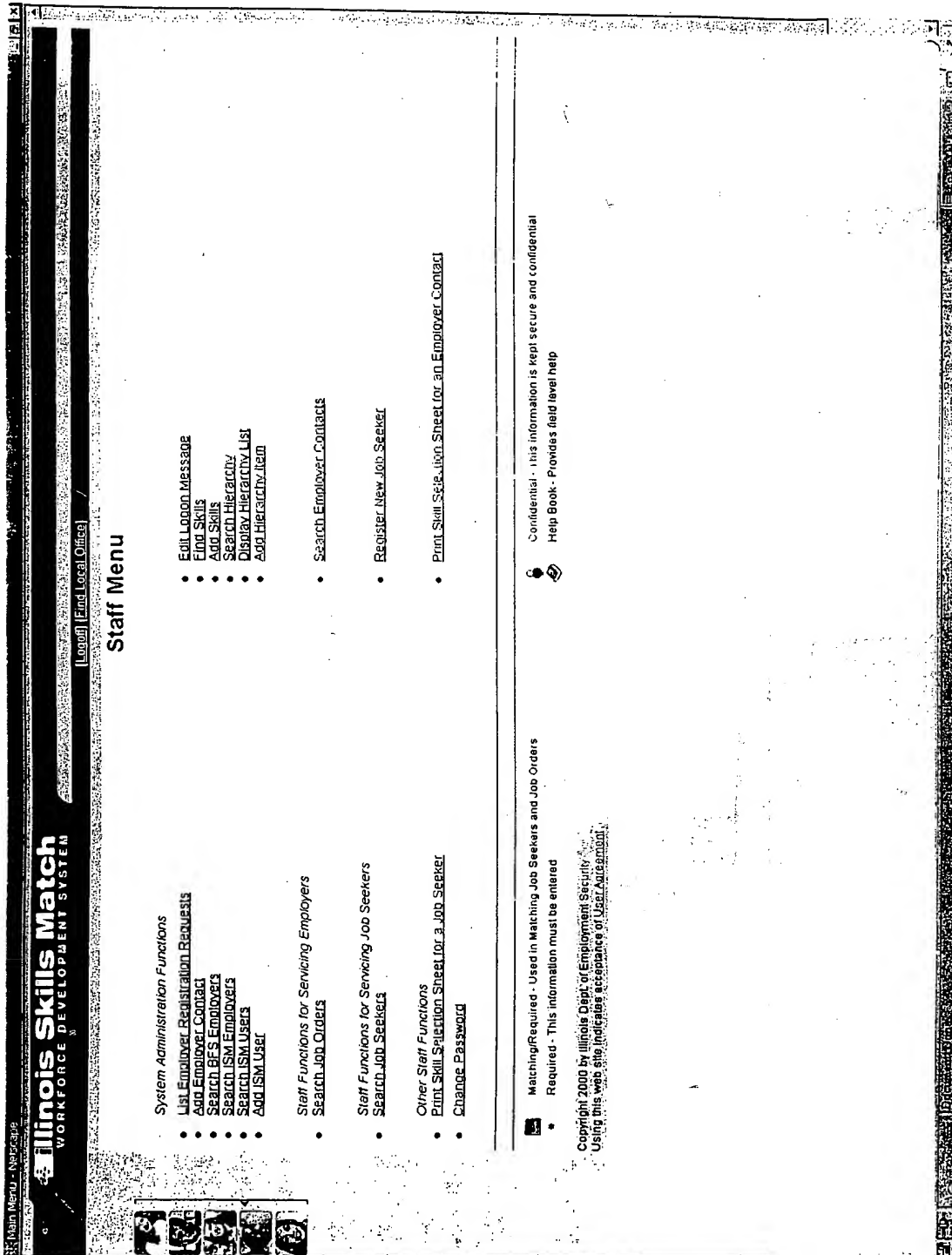


FIGURE 10

099 9594 .051602

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the Search button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (*) next to them allow multiple entries separated by a comma (eg. 13, 14, 15).

SSN# [] Last Name: [] Gender: [] City: [] State: [] Phone: [] Vet Status: [] Office: [] Partner: [] Special Program: [] Has not received: [] Password Reset [] Registration Range: [] to []

Age Range: [] to [] First Name: [] +User Names: [] +Country Code: [] +Zip Code: [] Status: [] Created By: [] +SOC Code: [] Region: []

Central
Metro North
Metro South
Northern
Northwest
Southern

Return To Top

[Search]

Matching/Required - Used in Matching Job Seekers and Job Orders
* Required - This information must be entered

Confidential - This information is kept secure and confidential
Help Book - Provides field level help

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FIGURE 11

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method and System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed: July 31, 2001 12 of 60 sheets

Qualified Candidates - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout](#) | [Home](#) | [Find Local Office](#) | [Help](#)
[Recruiting Admin List](#) | [Job Order List](#) | [Return to Job Order](#)
[Refresh](#) | [New Entry](#) | [Selected](#) | [Refer Selected Candidates](#)

Qualified Candidate List

Page 1 of 4

98 qualified candidates found

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0		06/15/2000	
92116	0		06/15/2000	
118549	0		06/15/2000	
14285	0		06/15/2000	
99622	0		06/15/2000	
92644	0		06/15/2000	
114661	0		06/15/2000	
118552	0		06/15/2000	
101135	0		06/15/2000	
162069	0		06/15/2000	
35725	0		06/15/2000	
138349	0		06/15/2000	
40245	0		06/15/2000	
3286	0		06/15/2000	
132325	0		06/14/2000	
96567	0		06/15/2000	
164146	0		06/14/2000	
74084	0		06/15/2000	
101101	0		06/15/2000	
14178	0	07/06/2000	06/15/2000	

[\[Refresh\]](#) | [\[Next Page\]](#) | [\[Select All\]](#) | [\[Refer Selected Candidates\]](#)

Matching/Required - Used in Matching Job Seekers and Job Orders
 Required - This information must be entered

Confidential - This information is kept secure and confidential
 Help Book - Provides field level help

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Document Done
 Start | View | Refresh | Application | Staff Home - Netscape | Qualified Candidates | Control Panel | 11:36 AM

FIGURE 12

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 13 of 60 sheets

View/Process Qualified Candidate - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout Home End Local Office Help

Return To Qualified Candidate List

Previous Candidate Next Candidate

Update Successful

Job Seeker ID: 116549 Job Order ID: 3000208

Contact Information

Name: Stephanie Daniels

Address: 1807 W North Ave

City, State, ZIP: Chicago, IL 60622

County: COOK

Telephone: (773) 722-0377

EMAIL:

Skills

Auditors

Inspect cash on hand notes receivable and payable negotiable securities and canceled checks: Less than 1 year

Bakers

Read and follow recipes: More than 5 years

Bartenders

Check identification: More than 5 years

Draw draft beer or ale: More than 5 years

Mix alcoholic or non-alcoholic drinks: More than 5 years

Order liquors: 1 - 3 years

Take food or beverage orders: Less than 1 year

Cooks, Short Order

Serve meals, snacks, desserts, or beverages: 1 - 3 years

Flight Attendants

Greet or assist visitors, guests, or customers: 1 - 3 years

Food Service Managers

Purchase, order or requisition materials, supplies or equipment: Less than 1 year

Helpers-Production Workers

Count items: Less than 1 year

Private Detectives and Investigators

Count money in cash drawer: Less than 1 year

Standard Work Skills

Class of driver license - any single vehicle up to and including 16,000 nwtw except L or m: Yes

Document Data

Start

View/Process Qualified

Control Panel

Self Home - Netscape

11:38 AM

FIGURE 13

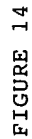


FIGURE 15

FIGURE 15

20. Can you legally work in the United States? ☒ Yes ☐ No

21. Are you willing to work for temporary agencies? ☒ Yes ☐ No

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Other Confidential Information

NOTE: This Information is used for Internal Statistical Reporting and User Identification purposes ONLY and WILL NOT be viewed by an Employer.

in School? ☒ Yes ☐ No

8 In School? ☒ Yes ☐ No

Employed? ☒ Yes ☐ No

...rant Worker? ☐ Yes ☐ No

Do you have a disability as defined in section 504 of the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990? ☐ Yes ☒ No

Continue

Return to Top

Matchings/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

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Help Book - Provides field level help

FIGURE 15 Continued

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help] [Continue] [Cancel]

Incomplete registrations will not be processed. Please fill in all required fields denoted by an asterisk (*).

Veteran Information

* In which branch of the Armed Forces have you most recently served?

Have you served on active duty in the U.S. Armed Forces for more than 180 days NOT including training for the National Guard or Reserves?

Do you have a service connected disability, or were you discharged/released because of a service connected disability?

If yes, what % is your disability currently rated?

• Dates of Service: [] to [] (enter as 'mm/dd/yyyy')

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Do any of the conditions listed below apply?

- You are the spouse of a veteran killed in the line of duty.
- You are the spouse of a 100% disabled veteran.
- You are the spouse of any person who died of a service-connected disability.
- You are the spouse of any member of the Armed Forces serving on active duty who has been listed in one or more of the following categories for a total of more than ninety days:
 - Missing in action
 - Captured in the line of duty by a hostile force
 - Forcibly detained or interned in the line of duty by a foreign government or power
- You are the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

Was your military discharge dishonorable?

If you would like more information or want to get in contact with an IDES Veteran's employment representative, please call your local IETC office.

☐ Yes ☐ No

Military Operations Since 1937 For Which a Campaign or Expeditionary Medal Has Been Awarded Or Operations Occurring During a Declared War

☐ SW Asia Service Medal (Desert Shield/Storm) (08/02/1990 - 01/02/1992)

☐ Cambodia (03/29/1973 - 08/15/1973)

☐ Dominican Republic (04/28/1965 - 09/21/1966)

☐ Grenada (Urgent Fury) (10/23/1983 - 11/21/1983)

☐ Vietnam Service Medal (VCM) (07/04/1965 - 03/28/1973)

☐ Cambodia Evacuation (Eagle Pull) (04/11/1975 - 04/13/1975)

☐ El Salvador (01/01/1981 - 02/01/1992)

☐ Haiti (Uphold Democracy) (09/16/1994 - 03/31/1995)

[Document Done] [Next-defined Application] [Illinois Skills Match Home] [Contact Panel] [Veteran Information: P]

[Start] [Print] [Home-defined Application] [Illinois Skills Match Home] [Contact Panel] [Veteran Information: P]

11:48 AM

FIGURE 16

Attorney Docket No.: 5246 P 003

Inventors: Seiler et al.

Title: Method and System for Information
Communication Between Potential Positionees and
Positioners

Mailed: July 31, 2001

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Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

[General Info] [Work Pref] [Work History] [Education] [Skills Profile]

[Logout] [Find Local Office] [Help]
[Preview Registration]
[Cancel] [Save Match Me to Jobs] [Save Don't Match Me to Jobs]

Please fill in all required fields denoted by either an asterisk (*) or a puzzle (?).

Transportation Information

☒ I am willing to travel within miles of the zip code.

Work Information (check all boxes that apply)

☒ What kind of work are you seeking? ☒ On-Going
☒ What type of work are you seeking? ☒ Full Time
☒ What shifts are you available to work? ☒ Days
☐ Rotating
☐ Temporary
☐ Part Time
☐ Evenings
☐ Split
☐ Nights

☒ Do not match me to jobs that pay less than: Per Hour

Continue
Return To Top

☒ Matching/Required - Used in Matching Job Seekers and Job Orders
☒ Required - This information must be entered

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Help Book - Provides field level help

[Document Done] [Cancel Panel] [Save Skills Match Home ...] [Save Skills Match Home ...] [Save Skills Match Home ...]

11:50 AM

FIGURE 17

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 18 of 60 sheets

ISM Job Seeker Home Page - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout | End Local Office | Help

Preview Registration

Cancel | Save Match Me to Jobs | Save Don't Match Me to Jobs

General Info

Work History

Education

Skills Profile

Please fill in all required fields denoted by either an asterisk (*) or a puzzle ().

Work History

(Please enter most recent first)

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

Insert

Delete

Insert blank Work History Entry Section

Suppress Employer's Name

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

Insert

Delete

Employer:

Job Title:

From Date:

To Date:

City:

State:

Country:

Insert

Delete

Document Done

Novel-derived Application

ISM Skills Match Home

Control Panel

ISM Job Seeker Home

11:50 AM

FIGURE 18

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 19 of 60 sheets

ISM Job Seeker Home Page - Netscape

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

Logout | Find Local Office | Help
[Preview Registration]
[Cancel] | [Save Match Me to Jobs] | [Save Don't Match Me to Jobs]

General Info | Work History | Education | Skills Profile

Education
(Please enter most recent first)

Please fill in all required fields denoted by either an asterisk (*) or a puzzle (?).

School:
Number of Years Attended:
Degree:
Major:
Minor:
City:
State:

Insert Delete

School:
Number of Years Attended:
Degree:
Major:
Minor:
City:
State:

Insert Delete

School:
Number of Years Attended:
Degree:
Major:
Minor:
City:
State:

Insert Delete

Document Done
New or Modified Application
ISM Skills Match Home
Control Panel
ISM Job Seeker Home
11:51 AM

FIGURE 19

List Hierarchy and Skills - Overview

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Find Local Office] [Help]

[Top Level] [Up One Level] [Search Skills] [Skills Profile]

Office and Administrative Support Occupations

Office and Administrative Support Occupations

If you would like to look at a more detailed breakdown for this skill tree group, click on the hyperlinks provided at the bottom of the page to see more detailed groups.

Adjusters, Investigators, and Collectors

Communications Equipment Operators

Financial Clerks

Information and Record Clerks

Keyboard Entry Workers

Go To Top

Material Recording, Scheduling, Dispatching, and Distributing Workers

Other Office and Administrative Support Workers

Secretaries and Administrative Assistants

Supervisors, Office and Administrative Support Workers

Matching/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

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Help Book - Provides field level help

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Find Local Office] [Help]

[Top Level] [Up One Level] [Search Skills] [Skills Profile]

Office and Administrative Support Occupations

If you would like to look at a more detailed breakdown for this skill tree group, click on the hyperlinks provided at the bottom of the page to see more detailed groups.

Adjusters, Investigators, and Collectors

Communications Equipment Operators

Financial Clerks

Information and Record Clerks

Keyboard Entry Workers

Go To Top

Material Recording, Scheduling, Dispatching, and Distributing Workers

Other Office and Administrative Support Workers

Secretaries and Administrative Assistants

Supervisors, Office and Administrative Support Workers

Matching/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

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Help Book - Provides field level help

FIGURE 20

FIGURE 21

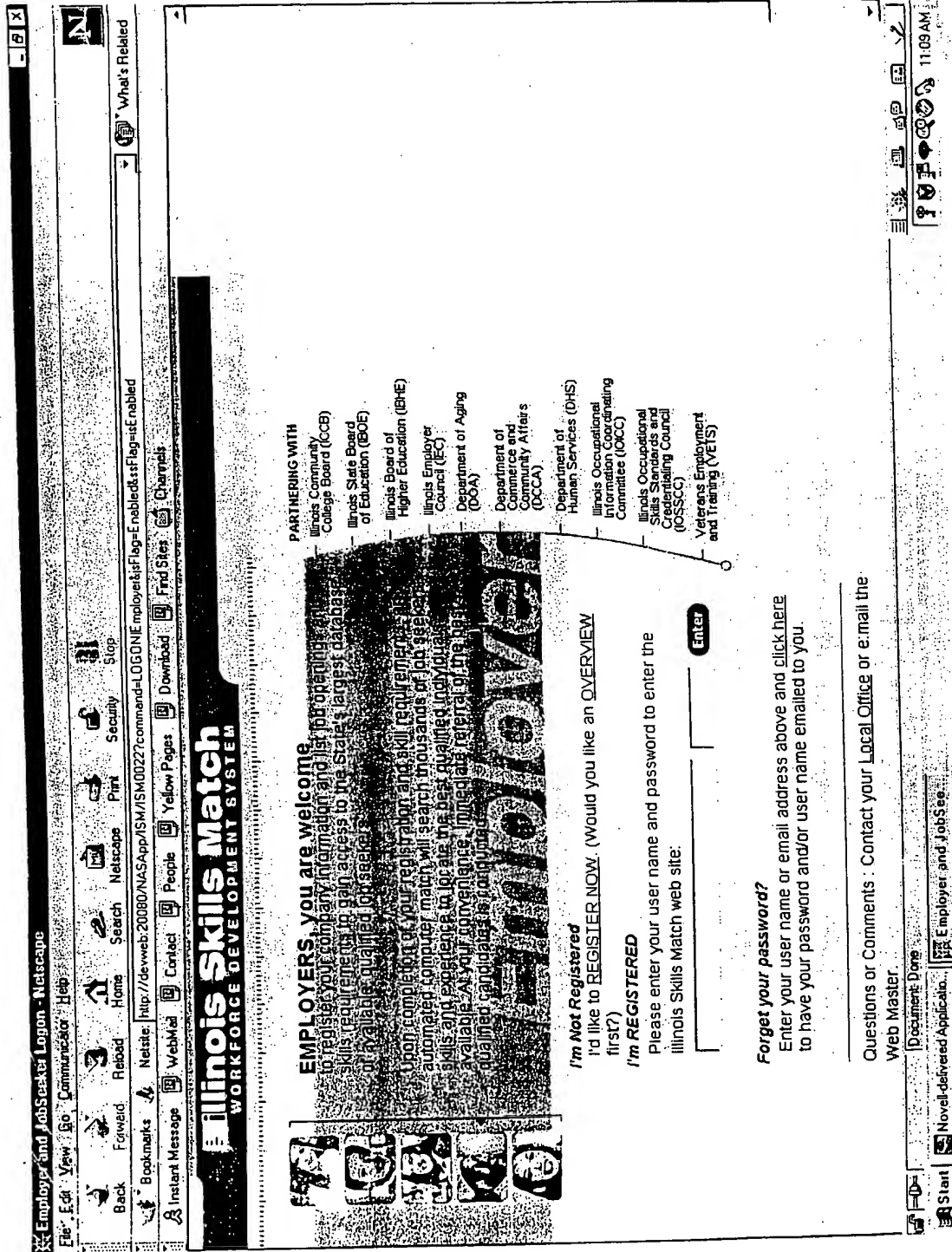


FIGURE 22

Attorney Docket No.: 5246 P 003

Inventors: Seiler et al.

Title: Method and System for Information

Communication Between Potential Positionees and
Positioners

Mailed: July 31, 2001

23 of 60 sheets

Employer Contact Request for Registration - Netscape

Incomplete registrations cannot be processed. Required fields are marked with an asterisk ().*

Please fill out your Company Information

* Company Name:

FEIN:

UI Acct Number:

Company Type: Private Sector

Please fill out your Contact Information

Salutation:

* First Name: MI: * Last Name:

Suffix:

* Email:

(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office.)

* Address 1:

Address 2:

* City:

* State: Illinois

* County:

* Phone:

Fax:

Department:

Job Title:

* Password: (Password must be 5 to 15 characters long.)

* Confirm: (Please re-type your password exactly as you entered it above.)

Submit

Document Done

Novell-delivered Application

Illinois Skills Match Home

Employer Contact Re

Start

11:10 AM

FIGURE 23

Job Order - Netscape

Job Info Workable Info Contact Info Salary Profile Status: Worksheet Employer: Jobs R' Us

Job Order ID: _____

Job Information

* Job Title? _____
Description and Duties:
(Optional, up to 255 characters) _____

Tracking Identifier? _____
(Use this to help track Job Orders if you use another HR Trading System.)

Num. of Openings? 1

* Hours Per Week? 36-40

Duration of Work? On-Going

Shifts Available? ☒ Days ☐ Afternoons ☐ Nights ☐ Rotating ☐ Split

Type of Work? ☒ Full Time ☐ Part Time

☒ Minimum Level of Education Required? High School Diploma or GED

Salary Information

* Salary Range Job Seekers will view: _____ Per Hour

☒ Match Job Seekers who will work for less than: _____ Per Hour

Benefits Offered for Position
(The benefits selected below will be displayed to the Job Seeker. They are solely informational and are not a component of the match.)

☐ Dental ☐ Dependent Care
☐ Life ☐ Long Term Disability
☐ Medical ☐ Paid Vacation
☐ Pension ☐ Pet Care
☐ Profit Sharing ☐ Short Term Disability

Additional Job Information
(You may enter additional benefits offered or any marketing publicity about your company.) _____

Job Posting Status

Put this Job Order on Hold Until: (MM/DD/YYYY) _____
 Permanently 'Close' this Job Order Now: (Once the Job Order is 'Closed', it CANNOT be reopened)
 * Date this Job Order should be Closed? 10/09/2000 (MM/DD/YYYY)

Document Done

Novel delivered Application

Staff Home - Netscape

Job Order - Netscape

Control Panel

10/09/2000 11:27AM

FIGURE 24

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logoff] [Home] [Find Local Office] [Help]

[Job Order List]

[Return To Previous] [Save] [Trial Match] [Printable Job Order]

Worksite Zip Code is required.

Worksite City is required.

Worksite Address is required.

Please enter between 4 and 40 characters for Salary Range

Job Info Worksite Info Contact Info Skills Profile

Job Order ID: Status: Worksheet Employer: Registration Pending

Worksite Information for Job Order

(Fill out the fields below stating the actual address of the worksite where the job will be performed.)

* Location

Address1:

Address2:

* City:

* State:

* County:

ZIP Code:

* Is the job accessible by Public Transportation? ☐ Yes ☒ No (Displayed for informational purposes only)

* Show Job Seekers a map to the Worksite above? ☐ Yes ☒ No

Save and Continue

Return To Top

Matching/Required - Used in Matching Job Seekers and Job Orders

* Required - This information must be entered

Confidential - This information is kept confidential

Help Book - Provides field level help

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Questions or Comments regarding Illinois Skills Match
or I.D.E.S? Email the System Administrator

Figure 25

Attorney Docket No.: 5246 P 003
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Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 26 of 60 sheets

Job Order - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout Home Find Local Office Help

Job Order List Search Job Orders Preview Job Order

Cancel Save Trial Match

Job Info

Workforce Info

Contact Info

Skills Profile

Job Order ID:

Steps: Worksheet

Employer: Jobs R Us

If a Job Seeker is interested in this Job Order, what would you like them to see?

☐ Show the Job Seeker my Contact Information (checked information will be shown to the Job Seeker)

Tara Johansen

Jobs R Us

7518 W 98th St, Bridgeview, IL 60605

Phone: (708)233-9100

Email: tjohansen@arac.com

☐ 2) Show the Job Seeker these Special Contact Instructions

☐ 3) Don't show my Contact Information, have Illinois Skills Match notify me of interested Job Seekers

If you are interested in a Job Seeker, what would you like the system to send them?

☐ 1) Send the Job Seeker the following information (checked information will be sent to the Job Seeker)

Tara Johansen

Jobs R Us

7518 W 98th St, Bridgeview, IL 60605

Phone: (708)233-9100

Email: tjohansen@arac.com

☐ 2) Send these Special Instructions

After I post my Job Order:

☐ notify me daily of new matching Job Seekers.

☐ send me the resumes of Job Seekers who have indicated interest in this Job Order

Document Date

Job Order - Netscape

Control Panel

Nov 28 11:25 AM

FIGURE 26

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method and System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed: July 31, 2001 27 of 60 sheets

Illinois Skills Match
 WORKFORCE DEVELOPMENT SYSTEM

Top Level [Go One Level] Search Skills [Skills Profile] [Print]

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply, leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown.

Years of Experience	None	Training Only	Set All Skills To A Specific Level: [None]				Set Skills
			Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years	
Advise or direct budget preparation	C	C	C	C	C	C	
Analyze or resolve operational problems	C	C	C	C	C	C	
Assign or prepare work schedules, duties, tasks, or responsibilities	C	C	C	C	C	C	
Compile or maintain records	C	C	C	C	C	C	
Explain basic office procedures and equipment	C	C	C	C	C	C	
Maintain a filing system	C	C	C	C	C	C	
Plan and coordinate conferences or events	C	C	C	C	C	C	
Read and answer correspondence	C	C	C	C	C	C	
Recommend measures to improve efficiency	C	C	C	C	C	C	
Supervise or coordinate personnel	C	C	C	C	C	C	
Use AS-400	C	C	C	C	C	C	
Use database software	C	C	C	C	C	C	
Use Excel software	C	C	C	C	C	C	
Use Lotus 123 software	C	C	C	C	C	C	
Use Microsoft Access	C	C	C	C	C	C	
Use Microsoft Office software	C	C	C	C	C	C	
Use OS/2	C	C	C	C	C	C	
Use Paradox software	C	C	C	C	C	C	
Use Quark software	C	C	C	C	C	C	
Use Quattro Pro software	C	C	C	C	C	C	
Use Quicken software	C	C	C	C	C	C	
Use spreadsheet PC software	C	C	C	C	C	C	
Use Windows 3.1	C	C	C	C	C	C	
Use Windows 95	C	C	C	C	C	C	
Use Windows 98	C	C	C	C	C	C	
Use WordPerfect 6.0	C	C	C	C	C	C	
Use WordPerfect 6.1	C	C	C	C	C	C	
Use WordPerfect 7.0	C	C	C	C	C	C	

Document Done
 Novel-Driven Application
 Illinois Skills Match Home
 Control Panel
 List Hierarchy and Skills
 List Hierarchy and Skills
 11:52 AM

FIGURE 27

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

Find Local Office Help

Top Level Up One Level Search Skills Skills Profile Print

Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply leave the value as None. You may also use the Set Skills button to set every skill on the page to the value shown.

Years of Experience	Set All Skills To A Specific Level: None					Set Skills
	None	Training Only	Less than 1 year	1 - 3 years	3 - 5 years	
Advise or direct budget preparation	C	C	C	C	C	
Analyze or resolve operational problems	C	C	C	C	C	
Assign or prepare work schedules, duties, tasks, or responsibilities	C	C	C	C	C	
Compile or maintain records	C	C	C	C	C	
Explain basic office procedures and equipment	C	C	C	C	C	
Maintain a filing system	C	C	C	C	C	
Plan and coordinate conferences or events	C	C	C	C	C	
Read and answer correspondence	C	C	C	C	C	
Recommend measures to improve efficiency	C	C	C	C	C	
Supervise or coordinate personnel	C	C	C	C	C	
Use AS-400	C	C	C	C	C	
Use database software	C	C	C	C	C	
Use Excel software	C	C	C	C	C	
Use Lotus 123 software	C	C	C	C	C	
Use Microsoft Access	C	C	C	C	C	
Use Microsoft Office software	C	C	C	C	C	
Use OS/2	C	C	C	C	C	
Use Paradox software	C	C	C	C	C	
Use Quark software	C	C	C	C	C	
Use Quattro Pro software	C	C	C	C	C	
Use Quicken software	C	C	C	C	C	
Use spreadsheet PC software	C	C	C	C	C	
Use Windows 3.1	C	C	C	C	C	
Use Windows 95	C	C	C	C	C	
Use Windows 98	C	C	C	C	C	
Use WordPerfect 6.0	C	C	C	C	C	
Use WordPerfect 6.1	C	C	C	C	C	
Use WordPerfect 7.0	C	C	C	C	C	

Document Done

Novel-derived Application

Illinois Skills Match Home

Control Panel

List Hierarchy and Skills

11:53 AM

FIGURE 28

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method and System for Information
Communication Between Potential Positionees and
Positioners
Mailed: July 31, 2001 29 of 60 sheets

Qualified Candidates - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout | Home | Find Local Office | Help

Recruiting Action List | Job Order List | Return to Job Order

Refresh | Next Page | Select All | Refer Selected Candidates

Qualified Candidate List

98 qualified candidates found

	Id	Nice Skills	Date Viewed	Date Matched	Rank
<input type="checkbox"/>	156378	0	07/06/2000	06/15/2000	3
<input type="checkbox"/>	12307	0	06/16/2000	06/15/2000	4
<input type="checkbox"/>	154052	0	06/16/2000	06/15/2000	4
<input type="checkbox"/>	4106	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	98187	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	121199	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	82116	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	118549	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	14283	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	99622	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	92824	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	114861	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	118552	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	101135	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	162069	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	35725	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	138349	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	40245	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	3286	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	132323	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	96567	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	164146	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	74084	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	101101	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	14178	0	06/16/2000	06/15/2000	

Page 1 of 4

Refresh | Next Page | Select All | Refer Selected Candidates

Matching Required - Used In Matching Job Seekers and Job Orders

Required - This information must be entered

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Confidential - This information is kept secure and confidential
Help Book - Provides field level help

Document Type

Novel-derived Application

Staff Home - Netscape

Qualified Candidates

Control Panel

11:36 AM

FIGURE 29

Recruiting Actions List - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout Home End Local Office Help

Join Order List Qualified Candidate List

Refresh Save

Page 1 of 1

9 items found

Job Order ID: 3000208

Status: Posted

Employer: Jobs 'R' Us

Recruiting Results

Job Seeker ID	Job Seeker Name	Source	Action Taken	Action Date	Updated By	Date
118549	Stephe Daniels	Employer	Yes	07/11/2000		
156378	<withheld>	Employer	Yes	07/11/2000		
11974	Eva E Bariegas	Employer	Yes	06/14/2000		
8230	Santor Hoewitz	Employer	Yes	06/14/2000		
121841	<withheld>	Employer	No	06/14/2000		
52152	<withheld>	Employer	No	06/14/2000		
157498	<withheld>	Employer	No	06/14/2000		
162804	<withheld>	Employer	No	06/14/2000		
85612	<withheld>	Employer	No	06/14/2000		

Refresh Save

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Illinois Skills Match

Recruiting Actions List

Control Panel

11:39 AM

FIGURE 30

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
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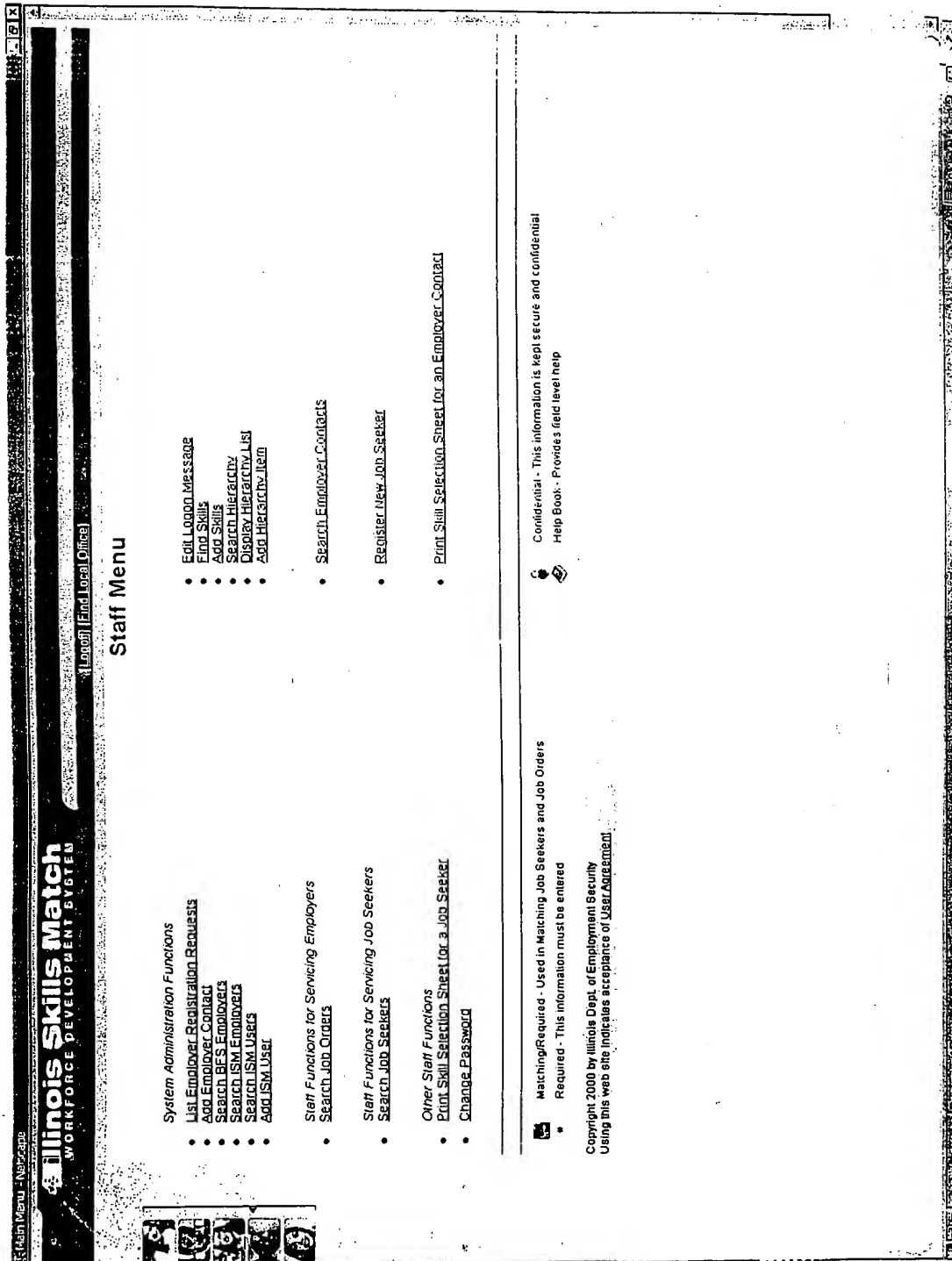


FIGURE 31

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed July 31, 2001 32 of 60 sheets

Job Order - Newspaper

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[\[Job Order List\]](#)
[\[Search Job Orders\]](#)
[\[Preview Job Order\]](#)
[\[Qualified Candidate List\]](#)
[\[Recruiting Action List\]](#)

[\[Logout\]](#)
[\[Home\]](#)
[\[Email Local Office\]](#)
[\[Help\]](#)

[\[Cancel\]](#)
[\[Save and Re-Post\]](#)

[Job Info](#)
[Website Info](#)
[Contact Info](#)
[Skills Profile](#)
[Start Only](#)

Job Order ID: 469

Status: Posted

Employer: TCI Cable Partners of St. Louis LP

Owner (User Name):

Prior to Use, Consult Policy and Procedures Section 4333

Special Programs

☐ DOC 7-B
☐ MANG
☐ TANF
☐ WOTC

☐ International Registry
☐ Sr. Comm. Svc Eplymnt Pgm
☐ Title II

☐ HTF
☐ NAFS
☐ Title I

This Job Order Is:

Affirmative Action? ☐ Yes ☒ No

Communications

☒ Do not send the employer IMMEDIATE communications concerning matching candidates?

Notes (on job order or employer contact)

Return To Top

Post Job Order

Matching Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

Confidential - This information is kept secure and confidential

Help Book - Provides field level help

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FIGURE 32

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 Inventors: Seiler et al.
 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed July 31, 2001 33 of 60 sheets

Search Job Orders - Help Page

Illinois Skills Match
 WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Offices] [Help]

[Search]

Search Job Orders

Please enter your search criteria. The resulting Job Order list matching your search criteria will then be displayed. All fields that have a "*" next to them will allow multiple entries separated by a comma (eg. 12, 14, 15)

* Job Order ID: Worksite City: * County Code: Created By: Office: Special Program: Created Between:	Status: [Posted] Worksite State: [Illinois] * Worksite Zip Code: SOC Code: Partner: DHS IBHE IOBE ICCB IDCS Internet ORS SCSEP USDOL/VETS WIA Svc Pvd
-----------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Search]

Matching/Required - Used in Matching Job Seekers and Job Orders
 * Required - This information must be entered

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Confidential - This information is kept sec
 Help Book - Provides field level help

FIGURE 33

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed July 31, 2001 34 of 60 sheets

Search Job Seeker Registrations - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Home) (Find Local Office) (Help) (Search)

Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the **Search** button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).

Age Range: to

First Name:

+User Name:

+County Code:

+Zip Code:

Status:

Created By:

+SOC Code:

Region:

Central
 Metro North
 Metro South
 Northern
 Northwest
 Southern

SSN: # 111-11-1111

Last Name:

Gender:

City:

State:

Phone: # (312) 555-5555

Last Updated By:

Case Manager:

Vet Status:

Office:

Partner:

Special Program:

Has not received: since # 12/31/1999

Registration Range: to # 12/31/1999

Return To Top

(Search)

Matching/Required - Used in Matching Job Seekers and Job Orders
 * Required - This information must be entered

Confidential - This information is kept secure and confidential
 Help Book - Provides field level help

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FIGURE 34

Attorney Docket No.: 5246 P 003
Inventors: Seiler et al.
Title: Method & System for Information
Communication Between Potential Positionees and
Positioners
Mailed July 31, 2001 35 of 60 sheets

Add a Service for an Employer Contact - NoPage

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout | Home | End Local Office | Help

Save & Add Another Service | Save & Return to Previous Page | Cancel & Return to Previous Page

Add a Service for an Employer Contact

Enter the necessary fields. Fields with an asterisk (*) are required fields. When finished click 'Save and Return to Previous Page' to save the new service. If you would like to add another service for this employer contact, click 'Save and Add another Service' in order to stay on this screen. If you do not want to add the current service click 'Cancel and Return to Previous Page'.

Employer Contact:
Staff Member:
IETC Partner:
IETC:

John Walsworth
Andy ASulter
IDES
0055

* Service Date:

07/21/2000

* Type of Service:

Comments:

Matching Required - Used in Matching Job Seekers and Job Orders
Required - This information must be entered
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Save & Add Another Service | Save & Return to

Apprenticeship Program
Bonding Program
Career Infonet, Americas Talent Bank, Americas Job Bank
Customized Training
EDWAAWARN Meetings
Field Visits
Labor Market Information (LMI)
Mandatory Posters
Media Request
Occupational Assessment
Onsite Employer Contact
Referral to Other Workforce/Economic Development Agencies
Referrals to Other Governmental Agencies
Revenue Account Information
Speaker Services
Specialized Recruitment
Tax Credit Programs
Technical Assistance

FIGURE 35

Illinois Skills Match
WORKFORCE DEVELOPMENT SYSTEM

[Logoff] [Home] [Find Local Office] [Help]
[Cancel] [Save Match Me To Jobs] [Review Registration] [Sign Up] [Don't Match Me To Jobs]

General Info Work Pref Work History Education Grade Range Sex Age
Transportation Information

Please fill in all required fields denoted by either an asterisk (*) or a puzzle (?).

I am willing to travel within ☐ miles of the zip code.

Work Information (check all boxes that apply)

1 - 10	31 - 40	
11 - 20	41 - 50	
21 - 30	51 - 60	
31 - 40	61 - 70	
41 - 50	71 - 80	
51 - 60	81 - 90	
61 - 70	91 - 100	
71 - 80	No Limit	

work are you seeking? ☒ On-Going work are you seeking? ☒ Full Time
are you available to work? ☒ Days ☐ Rotating
jobs that pay less than: \$ _____ Per Hour

☐ Temporary
☐ Part Time
☐ Evenings
☐ Split

☐ Nights

Return To Top

Matching Required - Used in Matching Job Seekers and Job Orders
Required - This information must be entered

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Confidential - This information is kept secure and confidential
Help Book - Provides field level help

FIGURE 36

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 Inventors: Seiler et al.
 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed July 31, 2001 37 of 60 sheets

Qualified Candidates - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[\(Logout\)](#) [\(Home\)](#) [\(Find Local Office\)](#) [\(Help\)](#)
[\(Return to Action List\)](#) [\(Sub-Order List\)](#) [\(Return to Job Order\)](#)
[\(Refresh\)](#) [\(Next Page\)](#) [\(Select All\)](#) [\(Refer Selected Candidates\)](#)

Qualified Candidate List

98 qualified candidates found

Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0	06/16/2000	06/15/2000	
82116	0	06/16/2000	06/15/2000	
118549	0	06/16/2000	06/15/2000	
14285	0	06/16/2000	06/15/2000	
99622	0	06/16/2000	06/15/2000	
92644	0	06/16/2000	06/15/2000	
114861	0	06/16/2000	06/15/2000	
118552	0	06/16/2000	06/15/2000	
101135	0	06/16/2000	06/15/2000	
162069	0	06/16/2000	06/15/2000	
35725	0	06/16/2000	06/15/2000	
138249	0	06/16/2000	06/15/2000	
40245	0	06/16/2000	06/15/2000	
3286	0	06/16/2000	06/15/2000	
132322	0	06/16/2000	06/15/2000	
96567	0	06/16/2000	06/15/2000	
164146	0	06/16/2000	06/15/2000	
74084	0	06/16/2000	06/15/2000	
101101	0	06/16/2000	06/15/2000	
14178	0	07/06/2000	06/15/2000	

[\(Refresh\)](#) [\(Next Page\)](#) [\(Select All\)](#) [\(Refer Selected Candidates\)](#)

Matching Required - Used in Matching Job Seekers and Job Orders
 Required - This information must be entered
 Confidential - This information is kept secure and confidential
 Help Book - Provides field level help

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Document Done
 Novel-delivered Application
 Staff Home - Netscape
 Qualified Candidates
 Control Panel

11:35 AM

FIGURE 37

Attorney Docket No.: 5246 P 003
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Title: Method & System for Information
Communication Between Potential Positionees and
Positioners
Mailed July 31, 2001 38 of 60 sheets

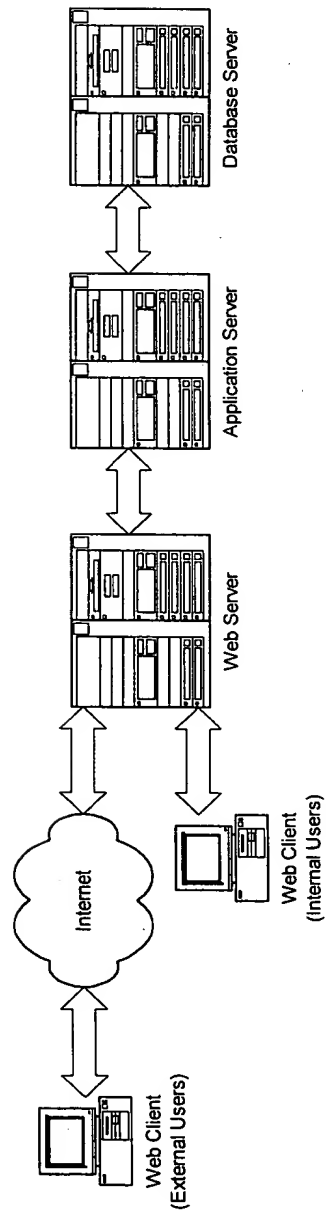


Figure 38

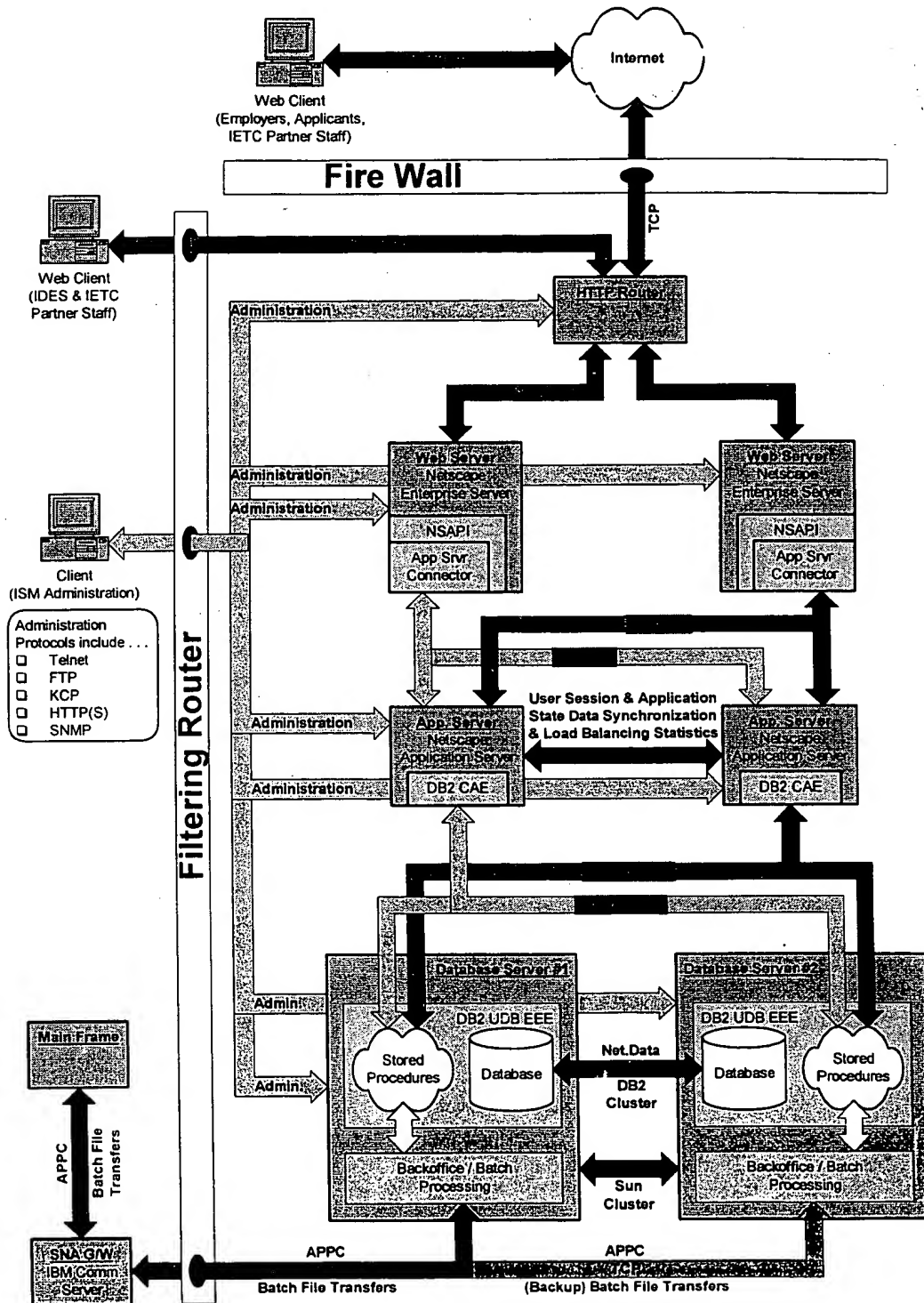


Figure 39

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
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Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed July 31, 2001 41 of 60 sheets

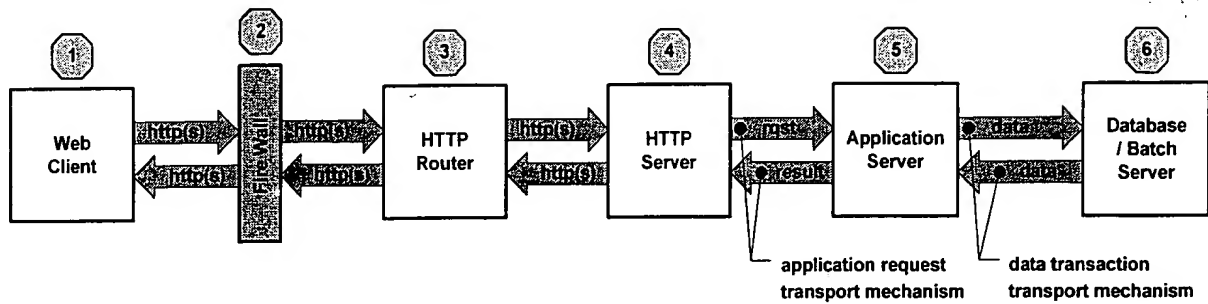


Figure 40

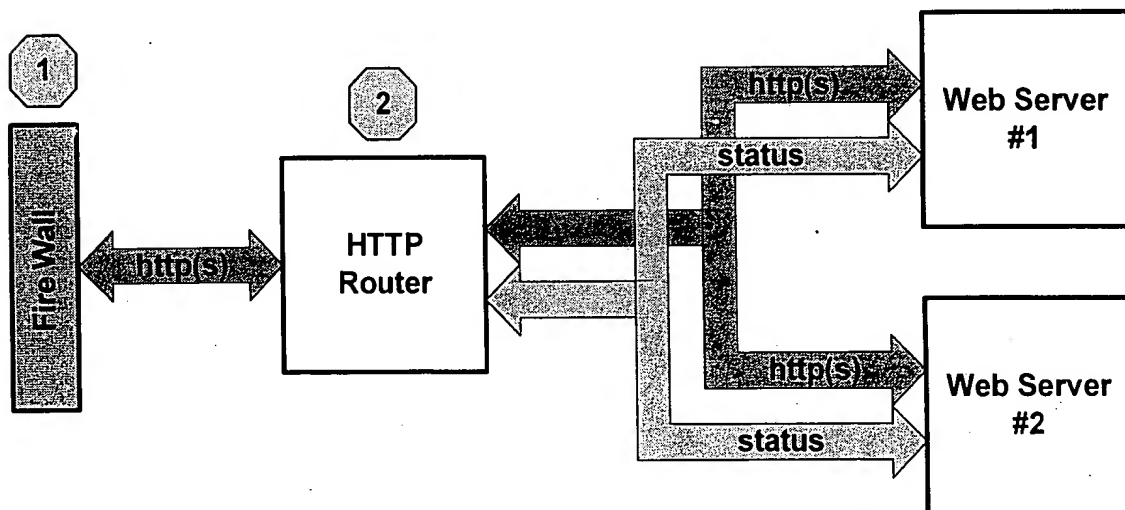


Figure 41

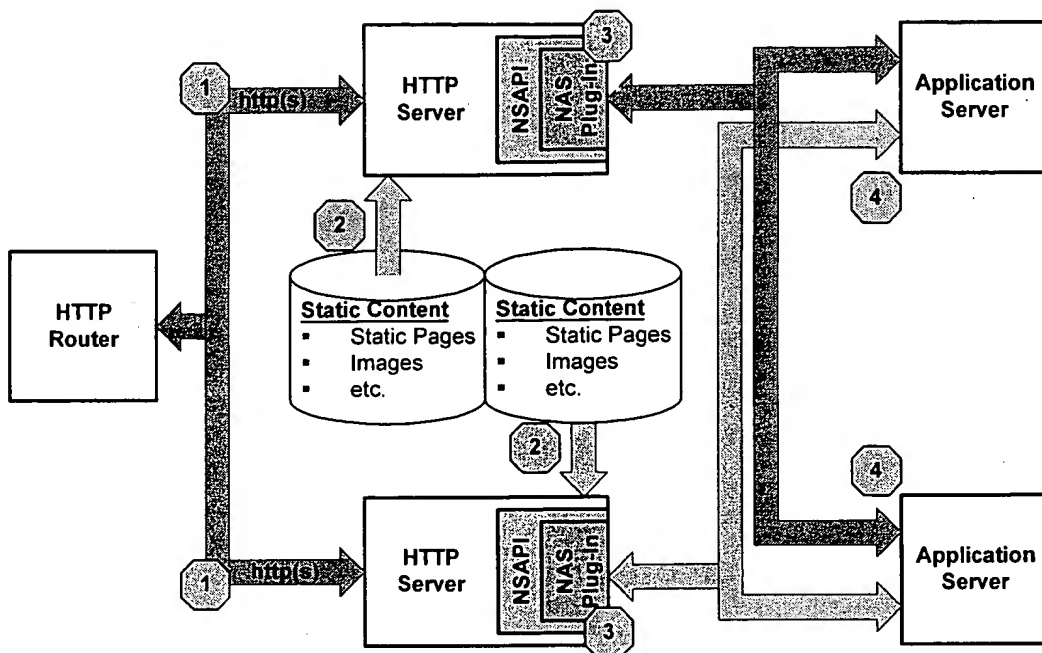


Figure 42

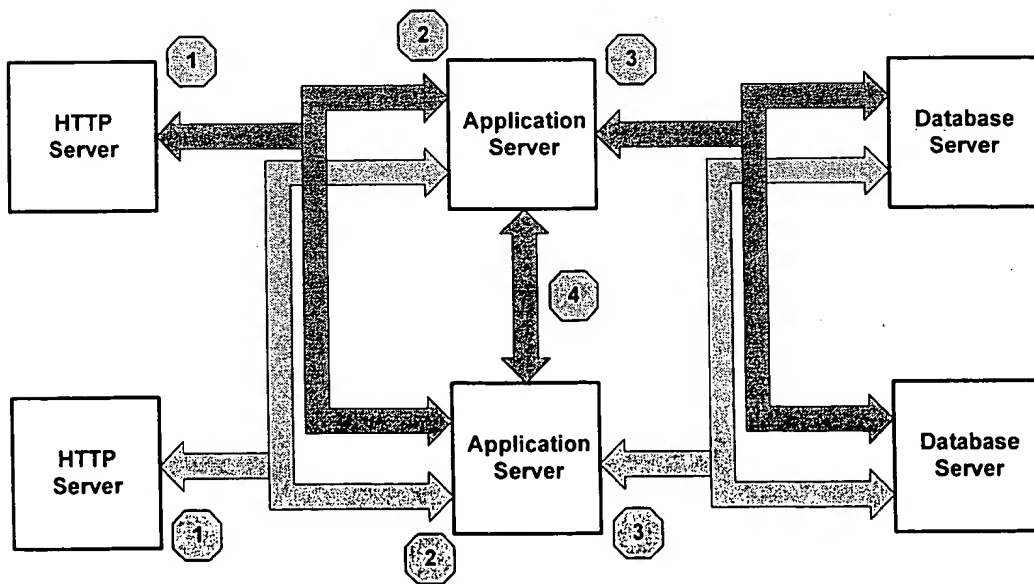


Figure 43

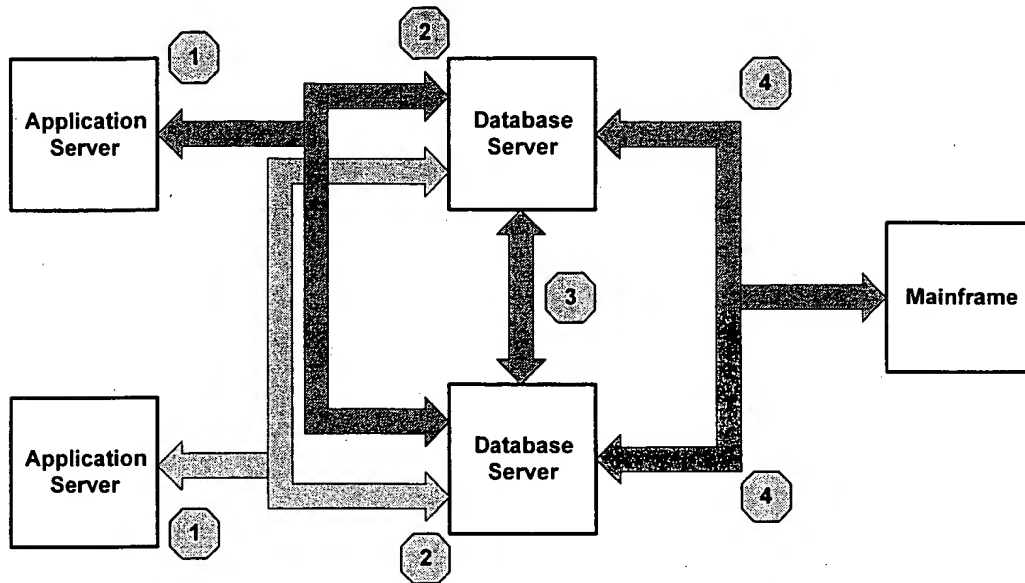


Figure 44

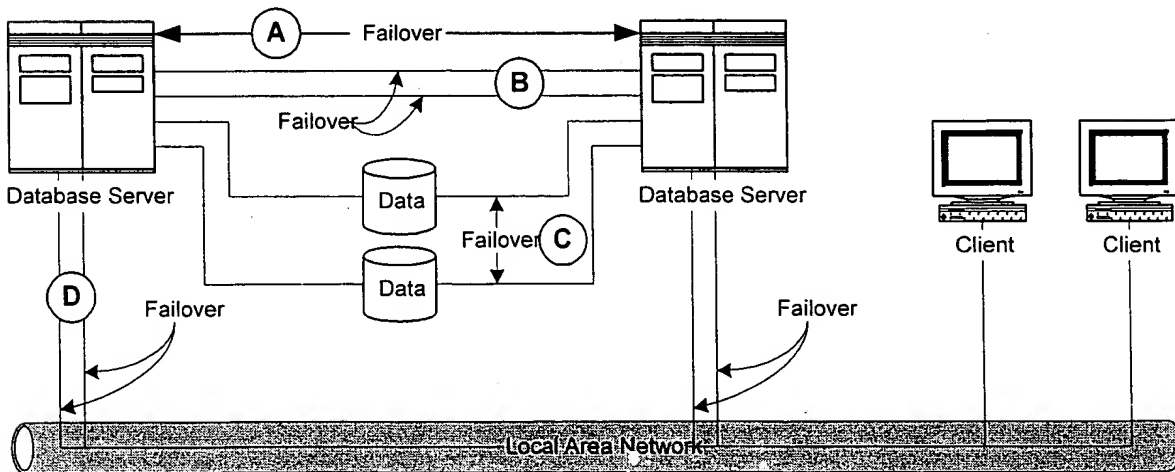


Figure 45

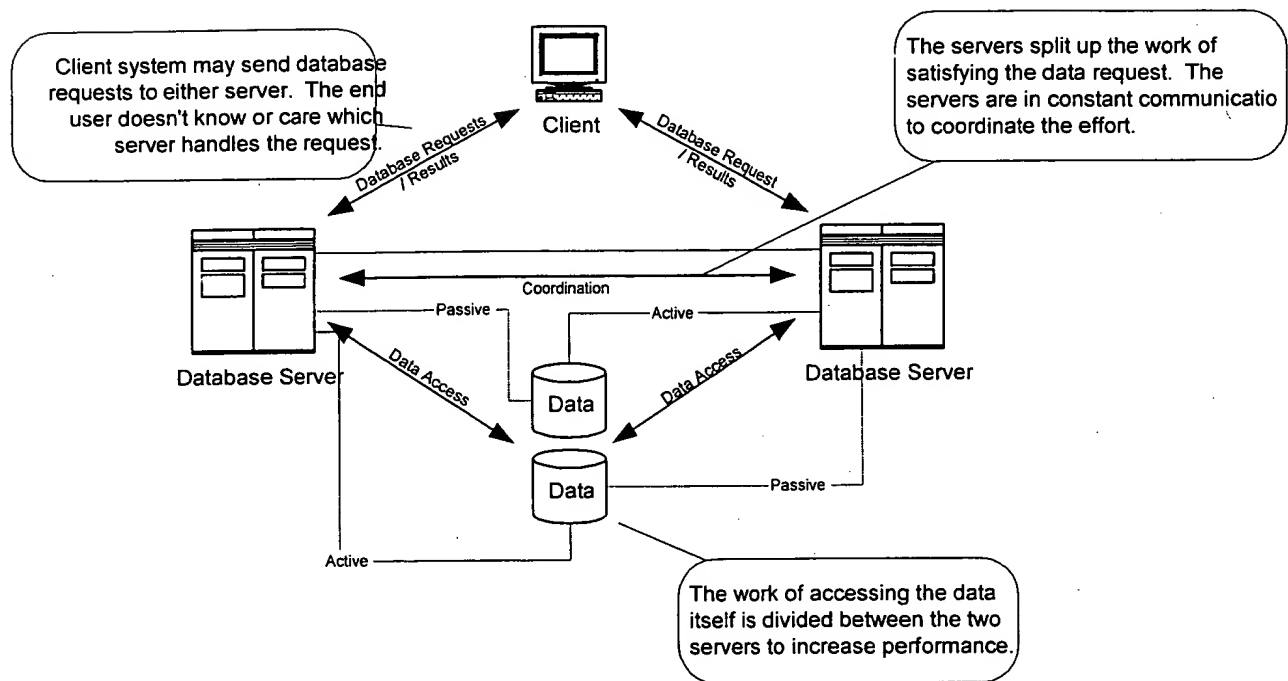


Figure 46

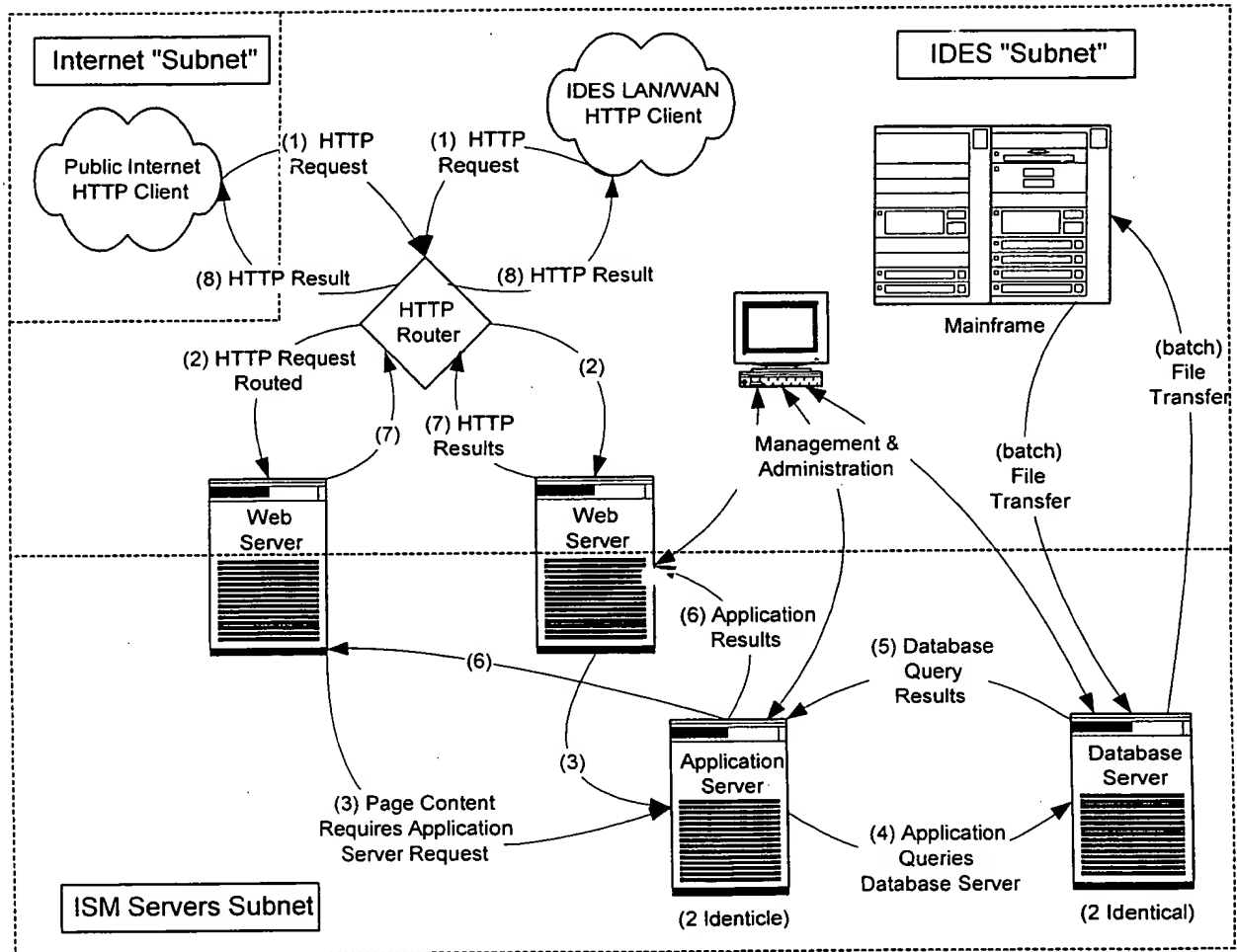


Figure 47

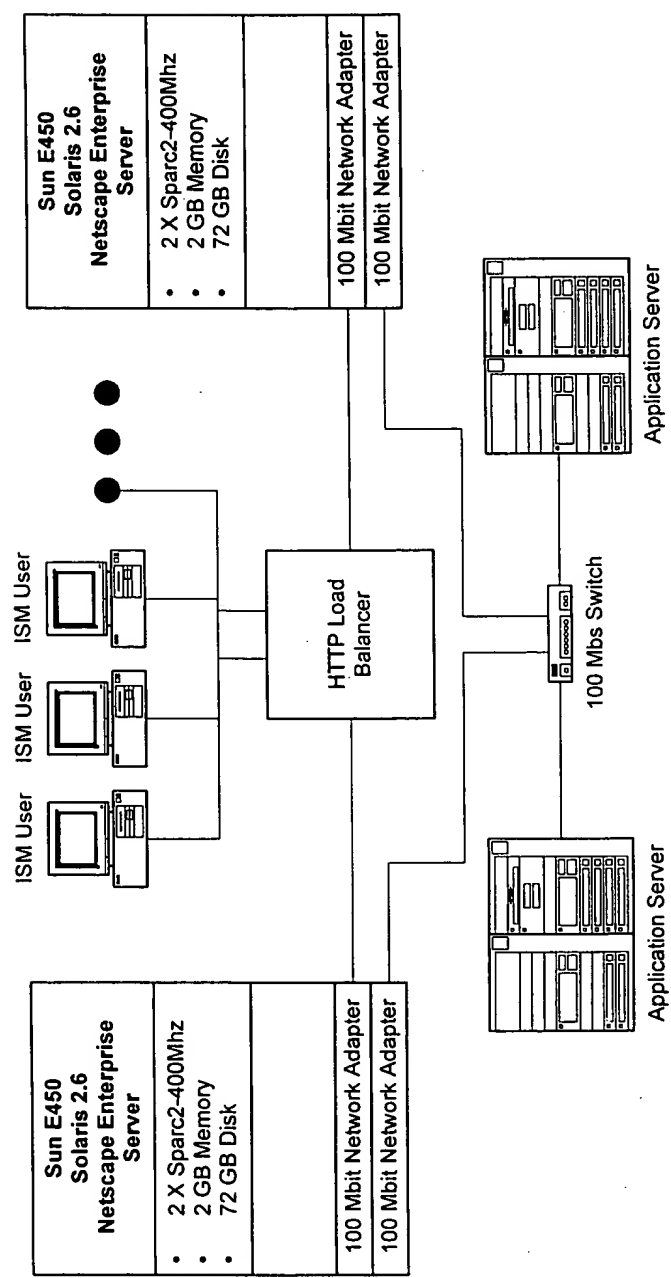


Figure 48

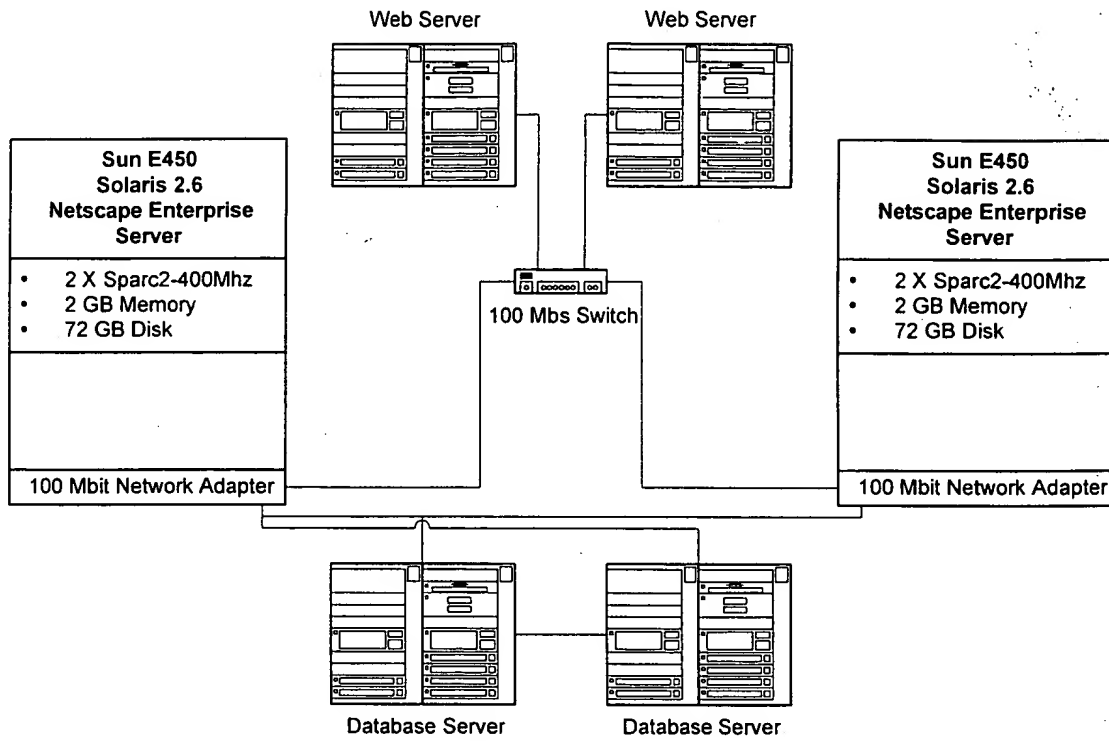


Figure 49

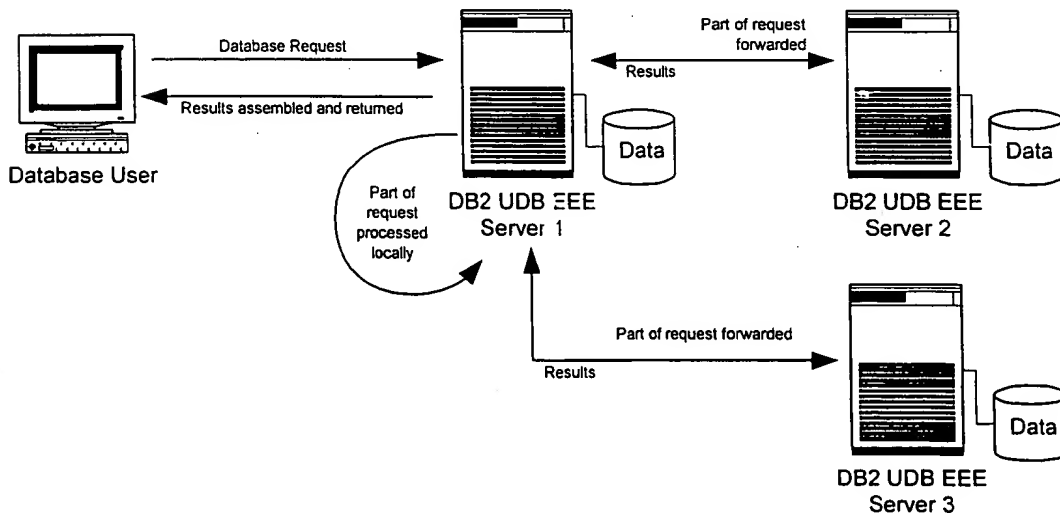


Figure 50

Attorney Docket No.: 5246 P 003
 Inventors: Seiler et al.
 Title: Method & System for Information
 Communication Between Potential Positionees and
 Positioners
 Mailed July 31, 2001 51 of 60 sheets

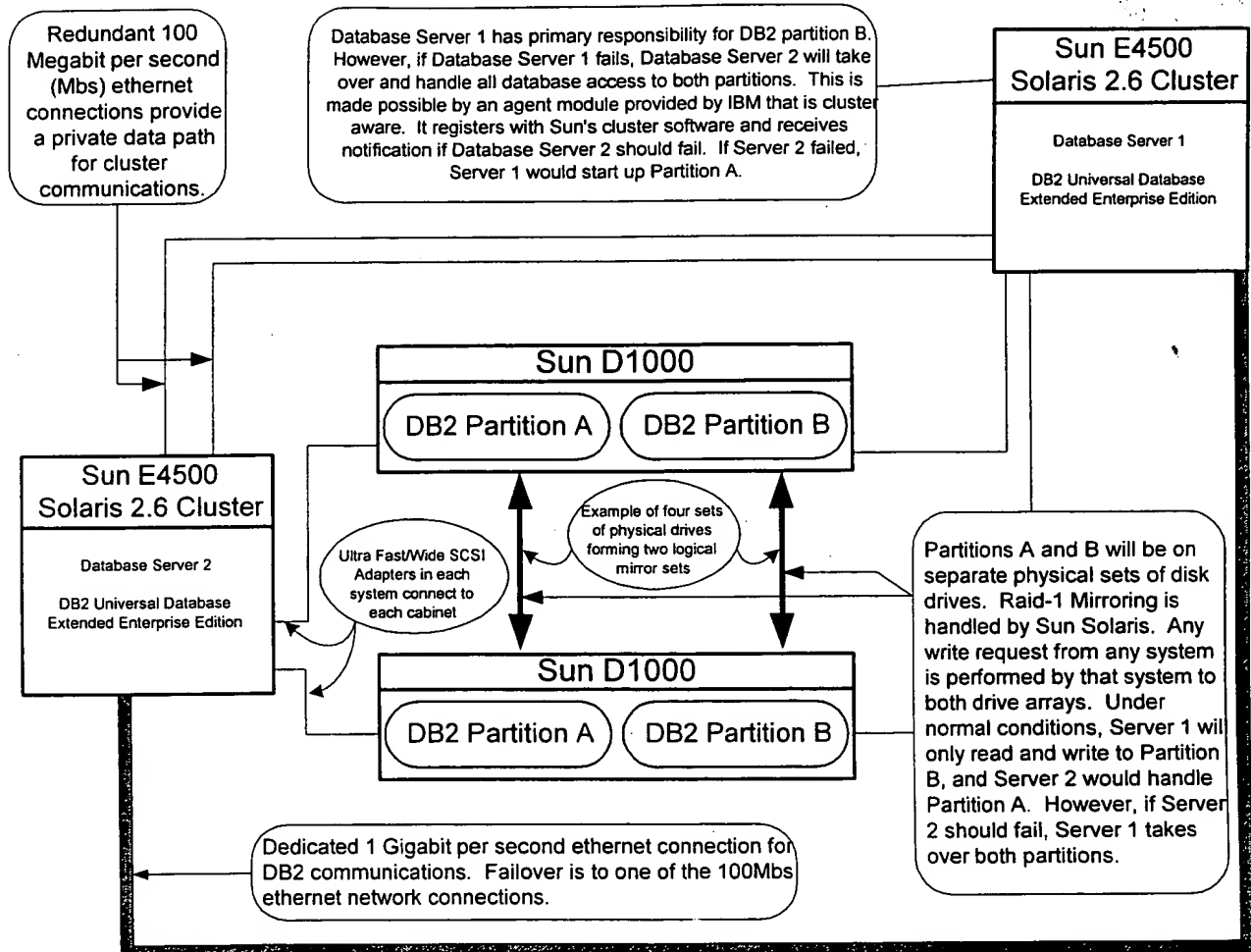


Figure 51

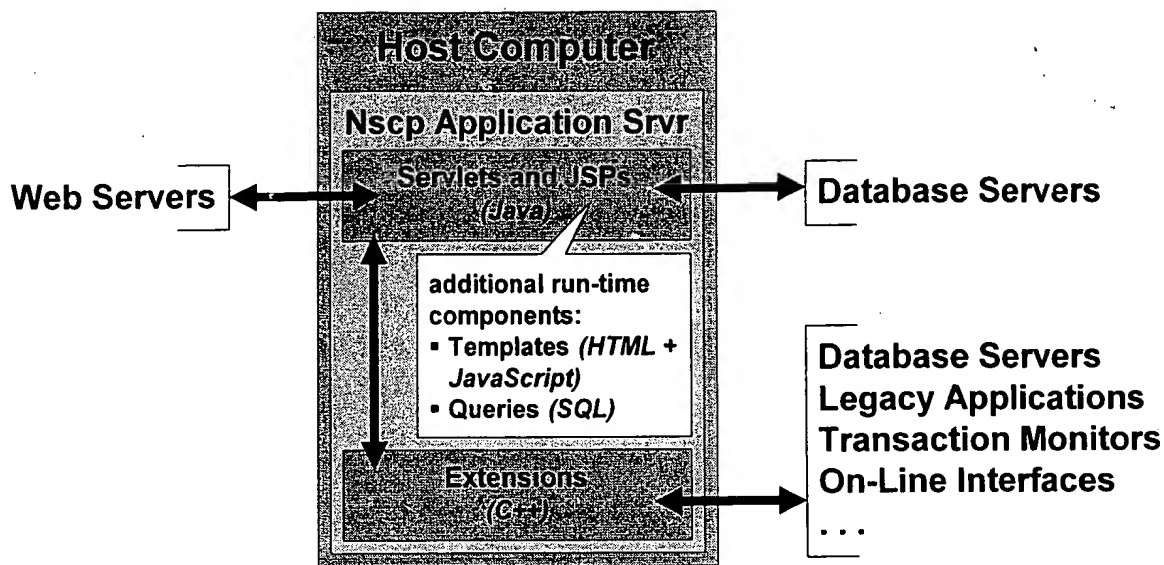


Figure 52

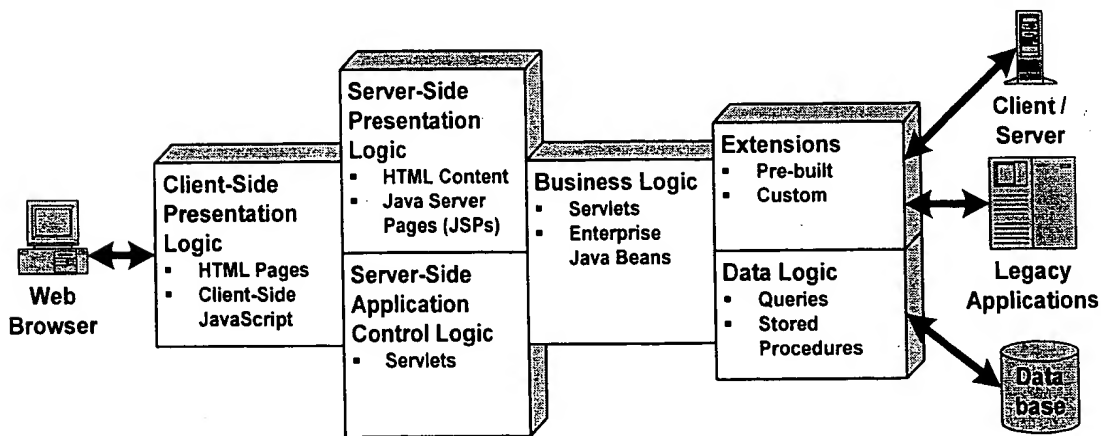


Figure 53

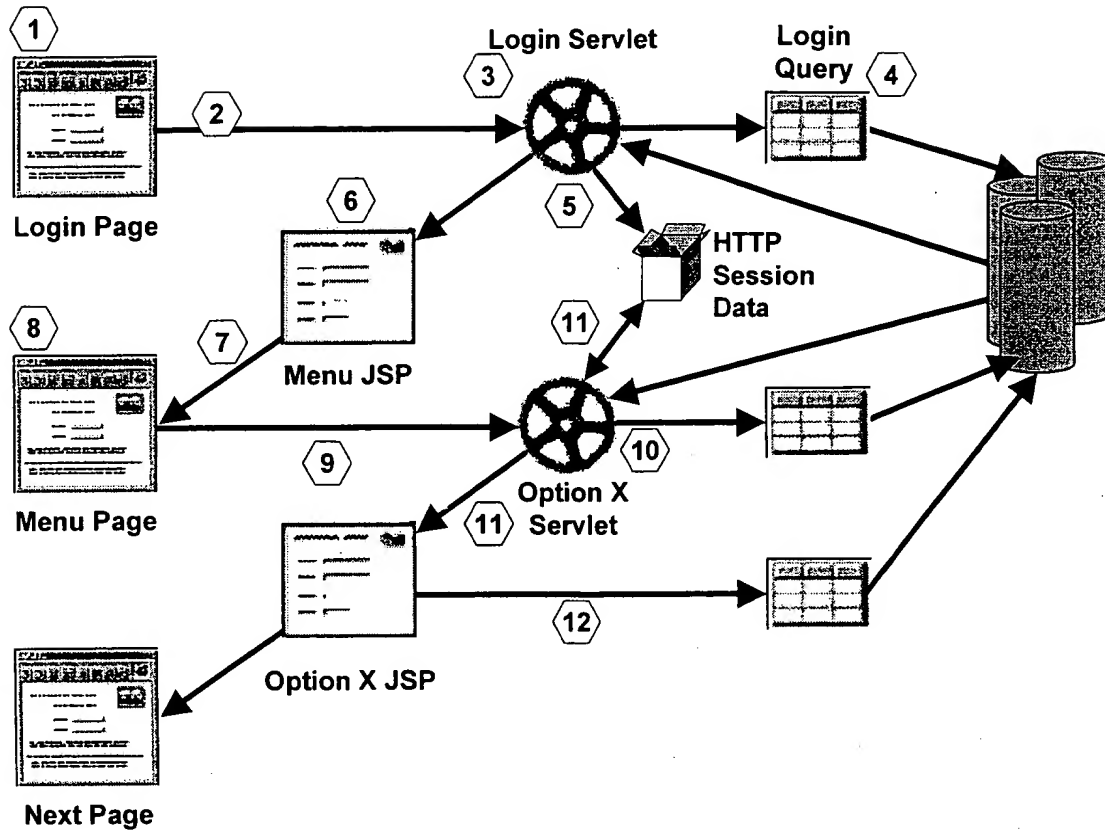


Figure 54

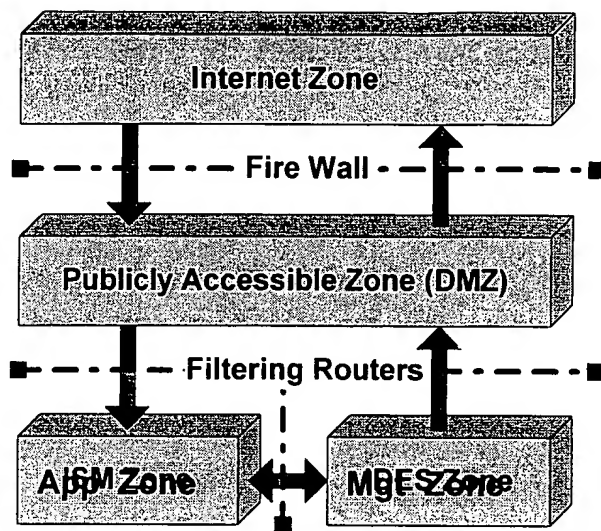


Figure 55

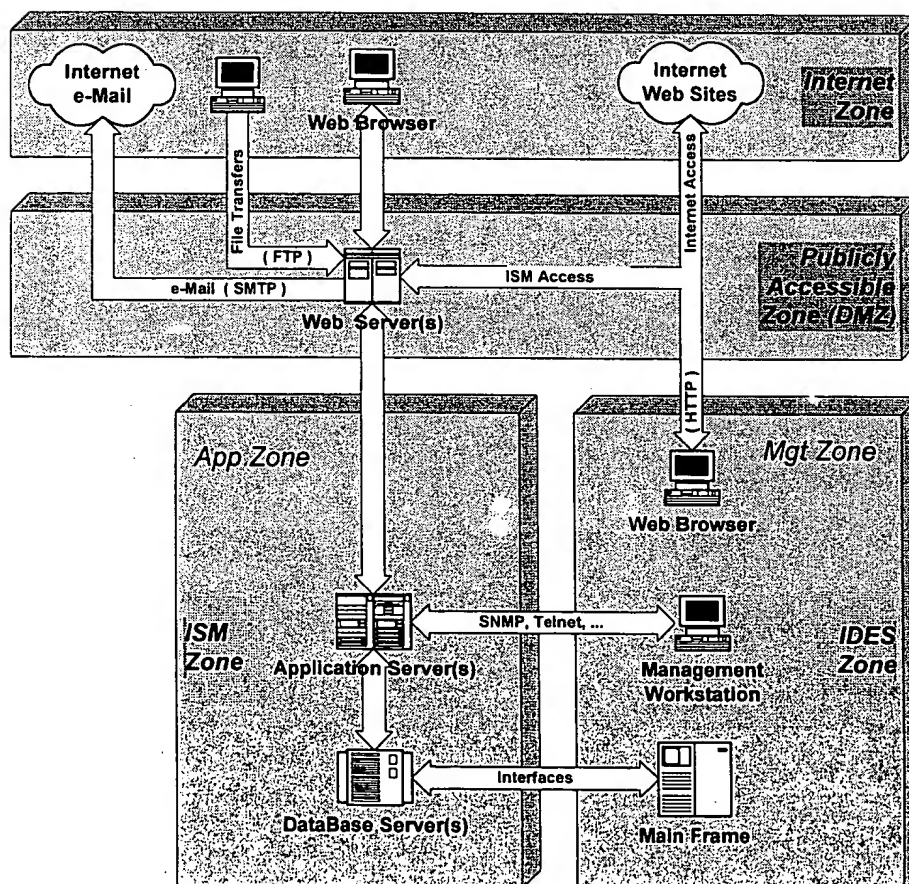


Figure 56

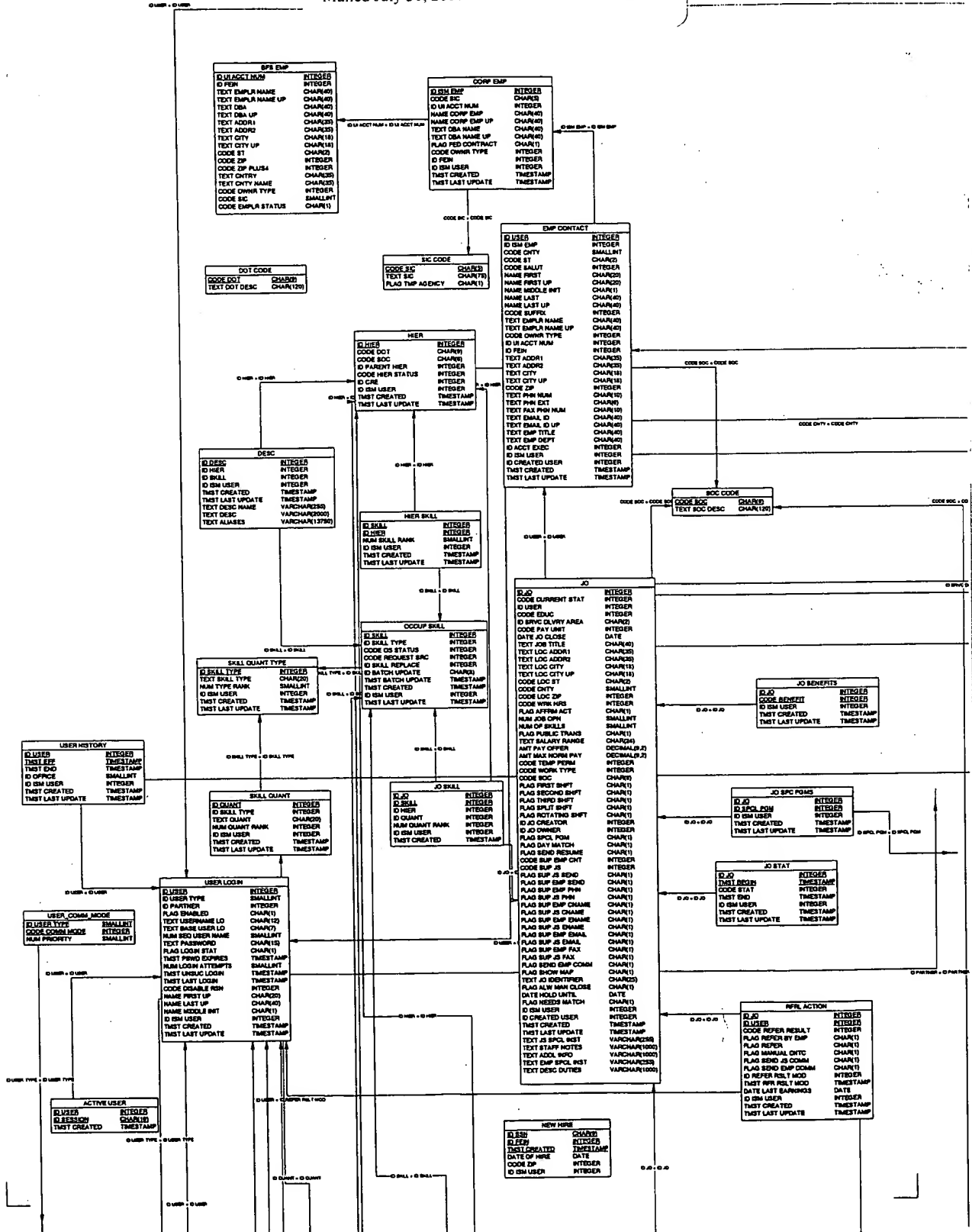


Figure 57



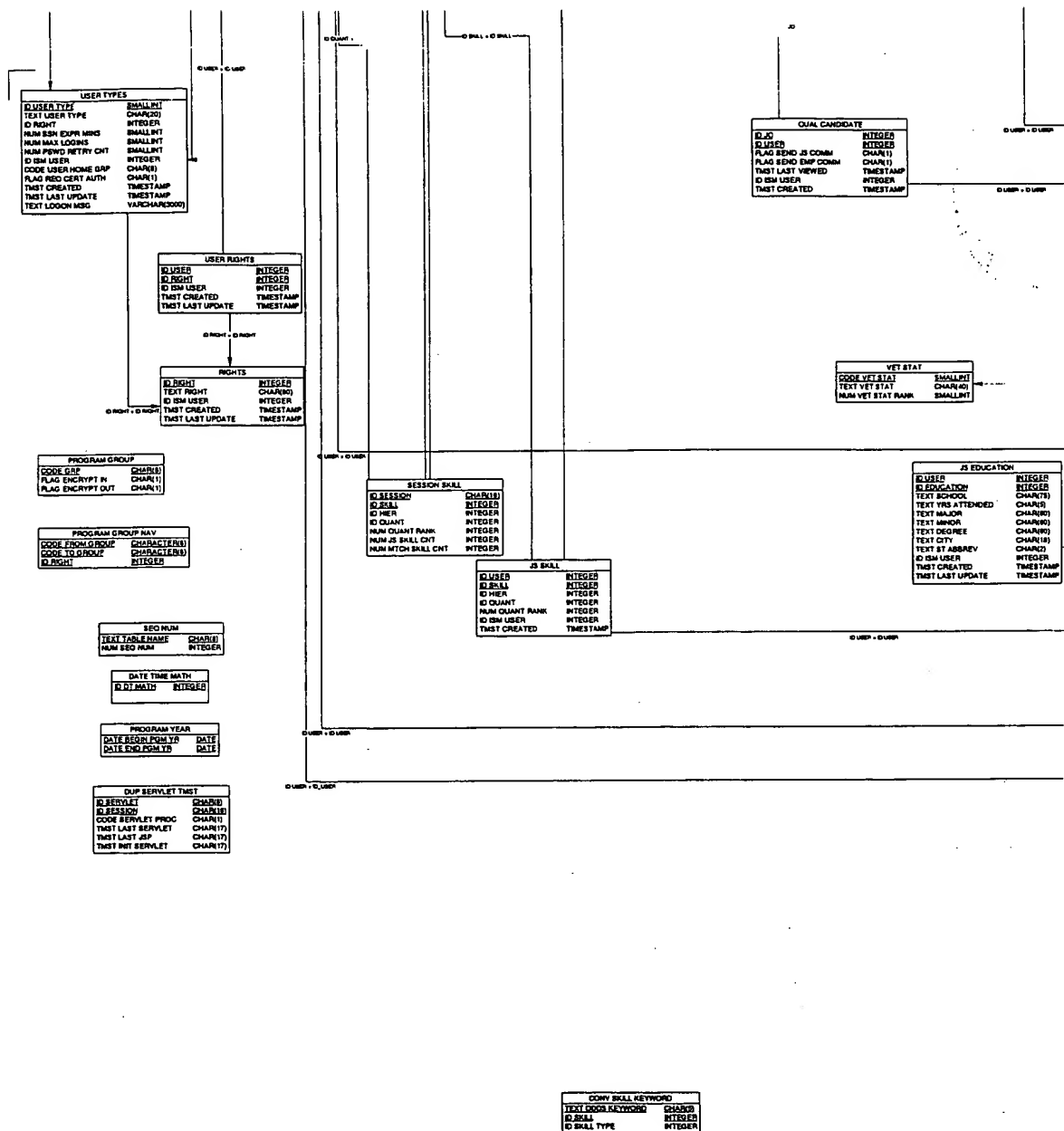


Figure 59

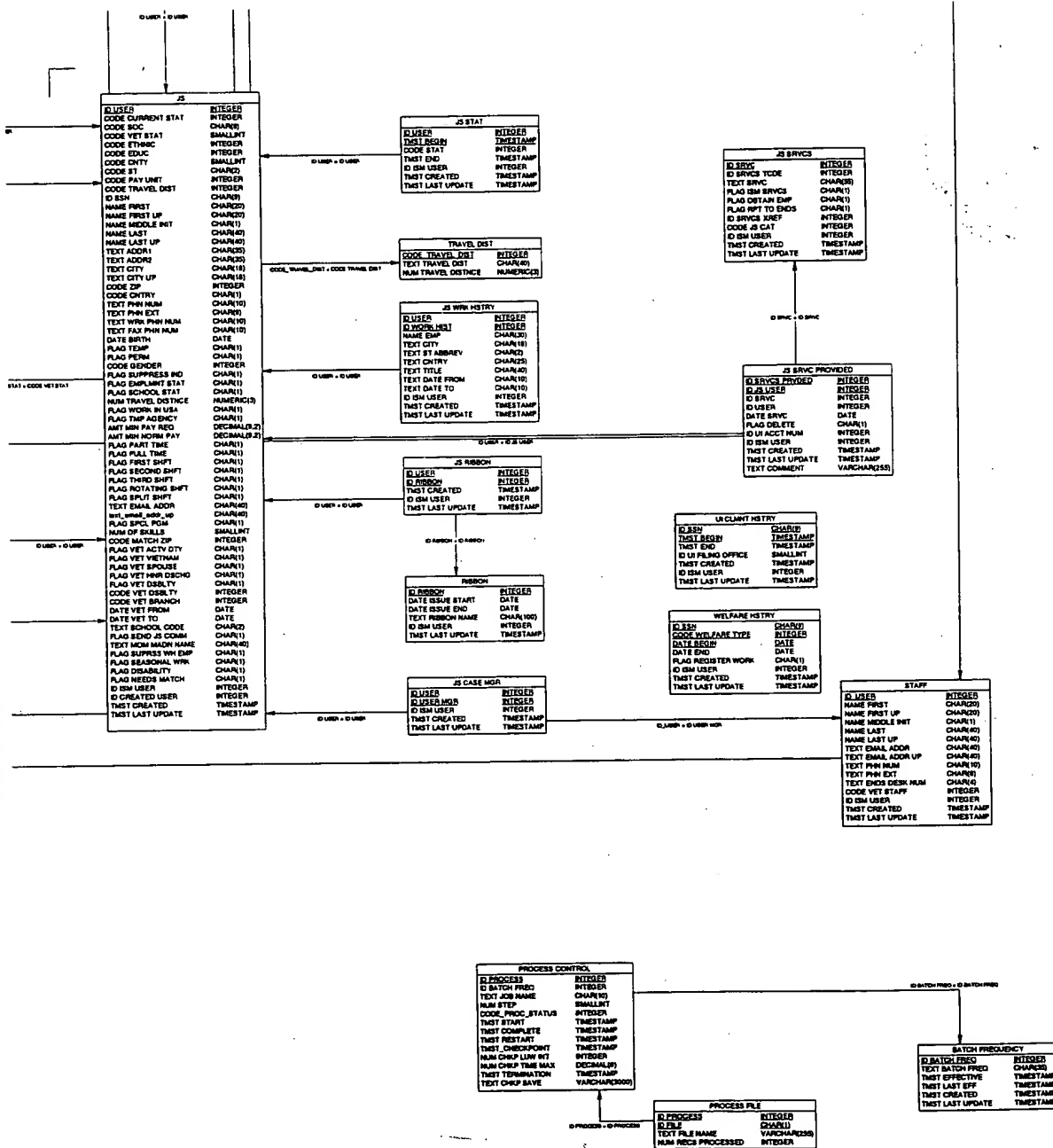


Figure 60